



UNIFIED FIRE AUTHORITY BOARD GOVERNANCE COMMITTEE AGENDA

September 22, 2020, 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY GOVERNANCE COMMITTEE SHALL ASSEMBLE FOR A MEETING AT 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/93124083239?pwd=MmQ1N3BtYkY3UFFHcW52QmFwbTRoUTo9>

Meeting ID: 931 2408 3239

Passcode: 402828

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1. Call to Order
 2. Public Comment

Please limit comments to three minutes each. There are three options for comments during this meeting:

 - a. In-Person.
 - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the "Raise Hand" button at the bottom of the screen. You will then be added to the que and invited to speak.
 - c. EMAIL: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. September 21, 2020. Emailed comments submitted prior to 7:00 a.m. September 21, 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. Approval of Governance Committee Minutes from March 13, 2019
 4. Consideration of Proposed UFA Board Policies – CLO Roberts
 5. 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

6. Adjournment

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7220. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically 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 21st day of September 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.

Cyndee Young, UFA Board Clerk



UNIFIED FIRE AUTHORITY BOARD GOVERNANCE COMMITTEE MINUTES

March 13, 2019, 3:30 p.m.

Committee Members In Attendance:

- ✓ Chair Silvestrini
- ✓ Mayor Westmoreland
- ✓ Councilmember Snelgrove
- ✓ Mayor Overson

Committee Members Absent:

- ✗ Councilmember Bush

Staff:

- ✓ Chief Petersen
- ✓ Cyndee Young
- ✓ CLO Roberts
- ✓ AC Ziolkowski

Guests:

- ✓ Bob Cameron – BCC
- ✓ Keith Zuspan – BCC
- ✓ Kate Turnbaugh
- ✓ Rachel Anderson – UFSA Legal Counsel
- ✓ IAFF Local 1696 – Steve Schmidt
- ✓ Councilmember Bowen
- ✓ Konrad Hildebrandt – Riverton
- ✓ Ryan Carter - Riverton

Call to Order

Chair Silvestrini called the meeting to order at 3:34 p.m.

Public Comment

Bob Cameron, BCC resident, expressed appreciation for all Chief Petersen has done in support of SB187

Approval of Governance Committee Minutes from January 9, 2019

Councilmember Snelgrove moved to approve the Governance Committee Minutes from January 9, 2019
Mayor Westmoreland seconded the motion
All voted in favor

Continuation of Discussion on Interlocal Agreement:

- Withdrawal
 - Verbiage was changed to be more explicit as to the execution
 - Mayor Silvestrini questioned the deletion of the language addressing early withdrawal
 - CLO Roberts stated that it could be complex and unnecessary to make further distinction
 - With regard to a parting member's voice and representation on the Board

- Mayor Silvestrini stressed the value of allowing the member to maintain their seat on the Board
- Attendance in closed sessions is allowed unless conversation relates to disputes on property or the withdrawal process itself
- All agreed that if a Chair/Vice Chair position is held by a parting member, they should relinquish these seats as well as any Committee Chair seats they hold
- Disposition Stations of Equipment/Improvements
 - Clarified that if an item cannot be decoupled from the physical property, a depreciated cost will be assessed
 - Mayor Silvestrini questioned stations owned by UFSA, this is a different issue and is not addressed in this agreement
 - Ryan Carter clarified that this Interlocal does not supersede any Interlocal agreement previously made
 - This is addressed within this Interlocal agreement and operates under those terms
 - Ryan Carter questioned the practice of handing over end-of-life equipment/apparatus
 - Wants the agreement more flexible to explore the option of maintaining/assuming the loans or buying out the note
 - Chief Petersen stated that it is difficult to break items out that are part of a large purchase finance plan, but understands this and wants to keep the units servicing those areas
 - Mayor Silvestrini wants this conversation addressed in the Interlocal and also subject to mutual agreements as well
 - CLO Roberts will continue working on this, Ryan Carter will provide CLO Roberts with some draft ideas on how to handle these situations
- Personnel
 - Chief Petersen wants to clarify the intent of how personnel is handled within the Interlocal
 - Wants employees of UFA considered for positions prior to other hires
 - Does not want to have to RIFF anyone
 - Wants personnel to have stability and maintain benefits
 - All agreed with Chief Petersen and feel that these situations are usually mutually beneficial
- URS Retirement Liability
 - There is no liability as the fire service has only one rate, one pool of funds
 - No impact if a community withdrawals
 - The Insurance Premium Tax essentially equalized any liability of the benefit pool
 - Any changes affect everyone within the fire service equally
 - CLO Roberts will work to clarify verbiage to address if withdrawing party calculations differ from UFA's calculations
 - Chief Petersen stated that this impact will be studied and URS will be included in the calculations as well
- Admission of New Parties
 - A key goal is to balance the initial conversation between the Chief, Board Chair, and Board Members
 - No separate or side agreements are allowed
 - Language was added to ensure this
- Feasibility Study
 - Chief Petersen wanted this concept added
 - This helps prepare the Board in knowing the possible impact of a potential member
 - This is a best practices baseline only, all agreed they want to have the flexibility to eliminate or add items as necessary
 - CLO Roberts will change language to grant this flexibility

- It was suggested making this a separate policy/exhibit
 - Riverton requested that if made separate, it be brought in with the Interlocal agreement so that it does not fall through the cracks
- Chief Petersen also mentioned that other Authorities have a package of initial buy-in to ensure that incoming entities have equipment that meets certain standards
 - Helps to ensure that incoming entities do not become a burden
 - The Interlocal mentions conducting a study to assess any additional fees/needs, but language must be added to address what happens if standards are not met
 - The Board can then determine whether or not to assess, as incoming entities may offer other advantages that override their shortcomings
- Board Representation - SLCo
 - There have been no discussions with SLCo as of yet
 - It was decided to allow SLCo to share the vote if a weighted vote was requested
 - Clarification on how their voting will be handled will be added to the Interlocal
 - Chief Petersen felt that there was value in having both SLCo representatives present
 - All in attendance agreed this was fair
- Board of Directors
 - Rachel Anderson noted that UFSA does not allow flexibility for alternate Board Members
 - There should be consistency on both boards
 - Mayor Silvestrini has concerns as to accountability, it should be an elected official
 - Chief Petersen explained the extensive training of Board Members and necessary knowledge of UFA for the right decisions to be made
 - All agreed that Board Members must be elected officials and part of a municipality governing body
 - This ensures they are representing the people
 - No alternates allowed
- Stipend
 - Mayor Silvestrini, Councilmember Snelgrove, Mayor Overson were against it
 - Riverton did not agree, feels there may be competing values and may cause problems between UFA and smaller entities
 - It was suggested the municipalities compensate their representatives, this is more transparent
 - Chief Petersen noted that Board Members are representing their communities interests and balancing that with the interests of the collective
 - Chief Petersen wants this to go before the Board for further conversation
 - Governance recommends that stipends are not granted
- Councilmember Bowen requested the change of Township to Metro Townships
- CLO Roberts will make necessary corrections/changes and redistribute to Governance Committee
- Interlocal Draft #5 slated for Board Meeting in April
- All agreed

Closed Session

None

Adjournment

Mayor Overson moved to adjourn the meeting

Mayor Westmoreland seconded the motion

All voted in favor

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 1 <i>Purpose</i>

Relevant Information: Board Policies are written to address issues of mission, scope and scale of service, and legal duties. Once the Unified Fire Authority Board of Directors (the “Board”) adopts a policy, it is the responsibility of Unified Fire Authority (the “UFA”) staff to formulate administrative and operational policies and procedures that can then be used to administer the policies adopted by the Board. The Board must continually evaluate whether or not its policies are accomplishing the intended results. If not, the policies and/or procedures should be revised accordingly. This process commits the Board, administration, and staff to a teamwork approach of reporting, reviewing, and revising policies.

Policy Statement: It is the policy of the Board to develop and maintain a Board Policy Manual that: 1) governs the operation of the Board and its responsibilities; and 2) provides supervision of, guidance to, and direction for the administration of the Unified Fire Authority.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 2 <i>Scope and Application</i>

Relevant Information: This Board Policy Manual is intended to serve as the primary resource for all matters relative to UFA policy. However, no policy manual can anticipate the full range of topics and situations that may arise. As new issues arise, new policy is established and/or existing policy modified. While these policies are intended to provide clear and consistent direction, the Board may, at its discretion, deviate from these policies if the current policy is found to be inappropriate. In such cases, the decision should be documented and a determination made if the current policy requires modification. The Board Policies provide guidance to the Fire Chief so that the Fire Chief may create administrative and operational policies and procedures with greater detail and specificity to carry out the Board’s goals.

Policy Statement: It is the policy of the Board to authorize the Fire Chief to interpret and apply these Board Policies within their written and stated intent and that deviation from these policies may only be applied in an emergency or to avoid a hardship. Except for those policies and procedures governing the operation of the Board itself, the Fire Chief is authorized and directed to prepare operational policies and procedures, as necessary, to implement these Board Policies.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 3 <i>Interlocal Cooperative Agreement</i>

Relevant Information: UFA was created by a Cooperative Agreement between public entities effective January 1, 2004 pursuant to the Utah Interlocal Cooperation Act. The terms and conditions of the Cooperative Agreement, as currently constituted and as may be amended in the future, governs the operation of the UFA as it relates to the interaction between the parties. The Board believes that it is appropriate to incorporate the Cooperative Agreement by reference, as amended, into the Board Policies.

Policy Statement: The Board adopts by reference the Cooperative Agreement into these Board policies. These Board Policies may not supersede the terms and conditions of the Cooperative Agreement, and in the event of any direct conflict between the two, the Cooperative Agreement will govern. The Cooperative Agreement may be amended from time to time pursuant to its terms. Any such amended agreement will be incorporated into these Board Policies automatically by reference without the need for further Board action.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 4 <i>Policy Format</i>

Relevant Information: The purpose of this policy is to provide guidelines for the formatting and approval of Board Policies. The intent is to establish a consistent format to simplify reader usability. The general layout of policies may vary depending on the nature of the material included. Generally, Board Policies will contain the following sections:

Relevant Information: Provides background and factual information necessary for a clear understanding of reason for the Board Policy.

Policy Statement: The exact wording of the Board Policy as adopted by the Board of Directors.

Policy Statement: It is the policy of the Board that the Board approves all new and/or revised Board Policies and that all Board Policies are formatted as described above.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 5 <i>Board Policy Procedure</i>

Relevant Information: Board Policies are those that direct the activity of the organization as an entity. Board Policies may be proposed by or recommended to the Board by a Board Member, the Fire Chief, or the Chief Legal Officer. The Chief Legal Officer will review the proposed policy, and, if appropriate, provide a written legal analysis and summary of the proposed policy to the Board. All Board Policies will be “approved as to form” by the Chief Legal Officer prior to adoption by the Board. Board Policies will be presented to the Board and voted upon for adoption in a regular public meeting of the Board at which a quorum is present. Board Policies will become effective upon approval by a majority of the Board present at the public meeting unless otherwise specified. After adoption, policies will be distributed to all appropriate personnel. There will be an official record of Board Policies for any changes, additions, or deletions.

Policy Statement: It is the policy of the Board that the Board, as part of its regular public business, will review and approve all proposed Board Policies (and any changes to existing Board Policies) and make them available for review once approved.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 6 <i>Legal Effect of Board Policies</i>

Relevant Information: Board Policies may implicate numerous factors of the operation of the UFA, including the general terms and conditions of employment for its employees. Except as otherwise expressly stated, the Board Policies and any other UFA materials regarding terms and conditions of employment, including pay, merit awards, insurance, employee benefits, or any other aspect of employment, are subject to change at the discretion of the Board and are not to be construed as an express or implied contract between the UFA and its employees.

Policy Statement: It is the policy of the Board that, except where explicitly stated, Board Policies are subject to change at the discretion of the Board and may not be construed as an express or implied contract between the UFA and its employees.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 7 <i>Emergency Policies</i>

Relevant Information: When, in the judgment of the Fire Chief, an emergency or other critical situation occurs that requires the promulgation and implementation of temporary emergency policies that contradict a stated Board Policy, the Fire Chief may issues such policies and they will be of equal force and effect as those adopted by the Board. Prior to implementation, the proposed emergency policy will be reviewed by the Chief Financial Officer for consistency with the budget and other financial policies and by the Chief Legal Officer for legality. Upon implementation, the Fire Chief must immediately communicate, in writing, to each Board member that he has implemented the emergency policy and the reason therefore. Such policies will be in effect for no longer than thirty calendar days. The Fire Chief’s emergency policy will be placed on the Board’s next agenda for consideration at which time the Board may repeal, adopt, or modify the emergency policy.

Policy Statement: It is the policy of the Board that the Fire Chief may promulgate and implement temporary emergency policies that contradict a Board Policy so long as they are reviewed by the CFO and CLO, last no longer than thirty calendar days, are disclosed to the Board in a timely fashion, and are subject to subsequent Board review.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 8 <i>Public Meetings</i>

Relevant Information: The Board is the governing body of a public entity and is therefore subject to the Utah Open and Public Meetings Act (the “Act”). The Act requires that certain procedures are used when holding a public meeting at which a quorum of Board Members are present, including 24-hour public notice and the taking and posting of minutes. The Act also provides restrictions on when a closed meeting may occur and a list of appropriate reasons for closing a meeting to the public. The Act also provides for the calling of emergency meetings and the use of electronic communication to conduct meetings under certain circumstances.

Policy Statement: It is the policy of the Board to conduct its business according to and in full compliance with the Act, including the provisions regarding closed sessions, emergency meetings, and electronic meetings. The designated clerk for such public meetings will post an agenda in compliance with the Act that sets forth the topics to be discussed and acted upon by the Board at the public meeting. The designated clerk will record the public meeting as appropriate and will take minutes at the meeting that the Board will subsequently review and adopt. Once adopted, such minutes will be publicly available.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 9 <i>Electronic Meetings</i>

Relevant Information: The Utah Open and Public Meetings Act (the “Act”), and particularly Utah Code §52-4-207, allows for the conducting of public meetings via electronic communications under certain conditions and if the governing body has adopted procedures for such electronic meeting. The Board adopts those definitions of specific terms from Utah Code §52-4-103 and determines that it may, from time to time as needed, convene and conduct Board meetings in which one or more Board members attend and participate in the meeting through electronic means. Electronic meetings may include meetings conducted by means of telephone, telecommunications, electronic mail, or by other computerized, electronic, or teleconferencing means and media. Prior to conducting an electronic meeting, the Board will, through its staff, in advance, provide notice to all Board members, as well as to members of the public and the news media in accordance with the provisions of the Act. Each notice shall describe the means of communication and the procedures by which members of the public will be able to monitor and, when appropriate, participate in the electronic meetings. The notice shall designate which anchor location will be available for public monitoring and participation. The Board electronic meeting primary anchor location will be Salt Lake County Emergency Operation Center, 3380 South 900 West, South Salt Lake, Utah 84119, with the secondary Board electronic meeting anchor location being the Unified Fire Authority Station 126, 607 East 7200 South, Midvale, Utah. The Board may establish other anchor locations for electronic meetings when specifically noticed and approved by majority vote as an agenda item for those meetings. Board staff will provide sufficient and necessary space, equipment, and other means, as required by the Act, to allow members of the public and the news media to attend, monitor, and, where appropriate, participate in the public portion of any electronic meeting conducted by the Board.

Policy Statement: It is the policy of the Board that it may, from time to time and in compliance with the Act and procedures provided for in this Policy, conduct meetings in which one or more Board members attend and participate through electronic means.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 10 <i>Board and Committees Rules of Procedure</i>

Relevant Information: Board and Committee meetings will be conducted using the principles set forth in the Utah Open Meetings Act and, more generally, using standing democratic norms and Roberts Rules of Order under the direction of a Chair or Vice-Chair. The Board may establish Committees as either standing committees or ad hoc committees to make recommendations to the Board on issues related to finance, compensation, governance, and policies.

Policy Statement: It is the policy of the Board that it will adopt Board Rules of Procedures that will provide details as to, among other issues, the election of Chair/Vice-Chair and the powers and duties of such positions, oaths to be taken by members of the Board, the establishment and determination the membership and scope of standing or ad hoc Board Committees, and set forth the procedural steps required for the conducting of meetings of both the Board and Committees.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 11 <i>Board Conflicts of Interest</i>

Relevant Information: Members of the Board must disclose actual or potential conflicts of interest between their duties as Board Members and their personal financial interests. A Board Member who complies with this conflict of interest provision may, using the Member’s discretion, vote on the matter which is the subject of the actual or potential conflict of interest, abstain from voting or participating in the discussion, or leave the meeting during discussion and/or voting. Board Members may seek a confidential advisory opinion from the Chief Legal Officer as to the necessity of disclosing such potential conflicts of interest prior to disclosing them to the Board.

Policy Statement: It is the policy of the Board to require Board Members to disclose any and all potential conflicts of interest that may arise between their duties as Board Members and the Member’s personal financial interests and act accordingly with respect to votes on matters implicating such conflicts.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 12 <i>Management of Complaints</i>

Relevant Information: Any person, civilian or employee, who believes that any UFA employee, volunteer, or member of the Board of Directors has been involved in improper conduct, has the right make a formal complaint. Citizens are welcome to utilize the forum of a UFA Board meeting to present a complaint during public comment. Complaints may also be made through the UFA website or taken directly to any member of the Board of Directors, Fire Chief, or the Chief Legal Officer. These persons can expect such complaints to be thoroughly and objectively reviewed. In addition, the UFA Board of Directors reserves the right to conduct a fact-finding process of any matter involving a violation of law or UFA policies.

Policy Statement: It is the policy of the Board of Directors to accept and review all complaints made from internal or external sources concerning alleged policy violations or misconduct of an employee, volunteer, or Board Member. The Board will review such complaints to determine if the conduct/criticism alleged in the complaint is accurate and whether it merits further action. . The Board may forward such complaints to the Fire Chief or Chief Legal Officer, as appropriate, for further investigation or action.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 13 <i>Political Offices of Appointed & Executive Staff</i>

Relevant Information: The UFA is governed by a Board that is comprised of elected officials appointed by each Member municipality and from Salt Lake County (the County may appoint a non-elected Deputy Mayor). As such, the UFA is accountable to the governing bodies and officials of every member entity. In order to maintain a relationship between the UFA senior leadership and the governing bodies that provide internal and external oversight to the UFA that avoids real or perceived conflicts of interest, the Board feels it would not be appropriate for members of UFA senior leadership to hold a position as an elected official governing a municipality or County, such as a council member or mayor/deputy mayor, that is served by the UFA.

Policy Statement: It is the policy of the Board that it would be an unavoidable conflict of interest for an appointed employee of the UFA, currently the Fire Chief and Chief Legal Officer, or an Executive Staff employee, as defined by policy, to be both employed in such capacity and hold a position as an elected official governing any municipality or County (such as councilmember or mayor/deputy mayor) either served by the UFA as a member entity. For these designated positions, a UFA employee may not serve in the UFA position and the elected position at the same time.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 14 <i>Vision, Mission & Values</i>

Relevant Information: A vision statement is a clear understanding of what UFA wishes to accomplish as an organization. A mission statement identifies what we do to accomplish the vision. Values are the behaviors we believe are important in the way we live and work.

Policy Statement: It is the policy of the Board of Directors to adopt and maintain vision and mission statements and a set of values:

Vision Statement: “To enhance and protect the safety and well-being of our community.”

Mission Statement: “To save lives, protect property, and strengthen community relationships with professionalism, courage, and dedication”

Values:

Integrity – We are honest, trustworthy, and accountable. Honor guides our actions.

Professional – Professionalism is the culmination of competence, knowledge, resourcefulness, quality, attitude, and cooperation related to how we provide our services within the community and at all levels of the organization. This professionalism allows us to appropriately interface with each other and the public. Being professional also encapsulates the goal of doing right and being nice.

Respect – Valuing each other and acknowledging the diversity and worth that is inherent within all individuals.

Accountable – Being accountable to each other, to the organization, and to the citizens whom we serve is a fundamental value and will allow us to make the best decision be it fiscal, procedural, ethical, or moral.

Teamwork – We each bring our own skills and experience, yet we recognize that we are better together. We support and depend on each other to achieve our goals —both as an organization and as individuals. Synergistic interactions are critical. This also includes communication, both vertically (up and down) and laterally.

Dedication – Dedication is a commitment not only to the duties of a firefighter, but also to each other as a team, to the citizens which we serve, and propels us forward in becoming the most competent professionals.

Courage – Courage and bravery are the foundations of our character. Bravery is the ability to overcome fear through fortitude, instinct, compassion for others, and training. Courage is the ability to act at all times with integrity and showing the fortitude to operate effectively under any condition.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 15 <i>Department Management</i>

Relevant Information: The Board is responsible under the Interlocal Agreement for the management of the Department via the hiring of a Fire Chief. The Fire Chief operates under the direction of the Board of Directors. The UFA’s structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions. The Fire Chief has the discretion to appoint a temporary acting Chief in his absences and will provide notice to the Board and the Department of such appointments. Policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire Chief. Temporary succession of command should be based on predetermined procedures until the Board of Directors can meet to address the issue and determine the most appropriate course of action. If the position of Fire Chief is vacant (retirement, resignation, death), the Board of Directors has sole authority and responsibility to determine how the duties of Fire Chief will be addressed on both the interim and permanent basis.

Policy Statement: It is the policy of the Board of Directors to adopt and maintain a UFA management structure that will maintain unity of command under both normal and unexpected circumstances. It is further the policy of the Board to meet and take appropriate action in the event of unexpected circumstances that may impede the ongoing administration of the UFA.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 16 <i>Appointed Employees</i>

Relevant Information: As part of the Board’s responsibilities under the Interlocal Agreement for the management of the Department, the Board directly hires the Fire Chief and Chief Legal Officer (CLO) as Appointed Employees that are responsible to and report directly to the Board. The Board engages the Fire Chief and CLO by written employment contracts that establish the terms and conditions of employment including compensation, benefits, and other employment-related matters. The approval of the employment contracts of the Fire Chief and CLO are approved by a vote of the Board in a duly noticed public meeting. The Fire Chief and CLO serve at the pleasure of the Board with terms and conditions related to termination such as allowable basis, process, and severance must be clearly established in the written employment contracts. The job duties of the Fire Chief and CLO should also be clearly delineated in the employment contracts or job descriptions approved by the Board.

Policy Statement: It is the policy of the Board of Directors to hire the Fire Chief and CLO to be directly responsible to and report to the Board pursuant to written employment agreements approved by the Board that set forth the full terms and conditions of employment for the Fire Chief and CLO. The job duties for the Fire Chief and CLO will be stated in the employment agreements or job descriptions adopted by the Board (current job descriptions attached hereto).

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 17 <i>Performance & Compensation Reviews for Appointed Employees</i>

Relevant Information: The employment and performance appraisals of the Fire Chief and CLO are functions of the Board. The Fire Chief is the Chief Executive Officer of the Department and is charged with the responsibility of administering the UFA and carrying out the directives of the Board. The CLO is the chief in-house counsel for the UFA and is charged with assisting and representing the UFA on legal matters. The purpose of the performance review process is to ensure that those appointment employees are competently providing the services for which they are employed, as directed by the Board, and to provide feedback to employees regarding job performance. The purpose of the compensation review process is to ensure that the compensation of appointed employees is consistent with the market for such positions and to remain competitive in the recruitment of talented individuals to fill the positions. State law allows for some aspects of the performance reviews to be conducted in a closed meeting of the Board to ensure honest discussion of the issues. The compensation review should be conducted in an open Board meeting unless there are specific issues that qualify under state law to be discussed in a closed session. The annual performance and compensation reviews should generally be conducted to coincide with the renewal date or annual rollover of the employee’s employment agreements but may be standardized to one part of the year for the sake of convenience. The Board may conduct additional performance reviews or discussions at its discretion.

Policy Statement: It is the policy of the Board to conduct annual performance reviews for Appointed Employees, to ensure that the Board’s direct reports are performing the positions to the satisfaction of the Board and to provide any feedback to the employees concerning job performance. The Board will also conduct annual compensation reviews to ensure that the compensation for Appointed Employees is appropriate and competitive. Portions of these reviews may take place in closed session if allowed by the Utah Open Meetings Act and the Board votes to do so pursuant to that Act.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 18 <i>Strategic & Long-Term Planning</i>

Relevant Information: Planning is a conscious, systematic process during which decisions are made about the goals and activities that an organization will pursue in the future. Planning occurs on many levels involving individuals, work groups, divisions, and the overall organization. Short-term planning involves the development of annual goals and objectives, schedules, meeting agendas, and an annual budget. Long-term planning involves a process of forecasting and assessing potential changes in the community and environment in which the UFA must operate. Long-term strategies generally take multiple years to accomplish and serve as the target for short-term planning activities. Both long and short-term strategies should be evaluated on a continuous basis. This is accomplished during regular monthly Board meetings. Board study sessions should be scheduled routinely to discuss specific situations and to update long-term strategies that may require attention. The Fire Chief is generally responsible for the establishment of objectives and the implementation of activities designed to carry out the strategy established by the Board. The Board reviews progress and provides additional direction as necessary.

Policy Statement: It is the policy of the Board to maintain an ongoing process of policy and strategic goal evaluation and to hold study sessions dedicated to long-term planning as needed.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 19 <i>Mutual and Automatic Aid Agreements</i>

Relevant Information: It is typical for neighboring fire departments or a large group of departments in a geographical area to enter into written mutual and automatic aid agreements. Mutual aid is a system in which any one fire agency may call for assistance from other agencies on an incident-by-incident basis. Automatic aid differs from mutual aid as fire equipment is automatically dispatched without an agency-to-agency request via pre-determined and programmed responses models adopted by each participating fire department. Each agency is responsible for its own resources and no agency is required to provide resources that may reduce the level of protection in its own jurisdiction. Mutual/automatic aid agreements also provides for the move-up or distribution of backup resources throughout the covered areas to maintain coverage or respond to multiple alarms. This system allows for the maximum utilization of available personnel and equipment by using area-wide resources.

Policy Statement: It is the policy of the Board to support the establishment of mutual and automatic aid agreements with neighboring fire agencies and those within a reasonable geographic distance for the UFA coverage area so long as UFA retains the responsibility for its own resources and any such agreement will not result in any systematic reduction in service for its own coverage area. The Board also directs that the Fire Chief monitor the use of aid with neighboring agencies and periodically study the balance of receiving or providing aid to neighboring agencies, generally in the amount of unit hours over a longer period of time.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 20 <i>Board Oath of Office</i>

Relevant Information: Upon becoming a member of the Board, it is important to acknowledge the commitment that must be made as a Board Member to support the vision, mission, and values of the UFA.

Policy Statement: It is the policy of the Board that upon appointment, each Board Member will take an Oath as follows:

Preamble:

You have been appointed by the community that you serve to represent its citizens on this Board of Directors. Your actions as a Board Member directly reflect on the Unified Fire Authority and the service it provides.

Please raise your right hand and repeat after me:

I (state name) do solemnly swear that I will discharge the duties of my office with fidelity, uphold the vision, mission, values and policies adopted by Unified Fire Authority, and act for the good of the communities which it serves.

I will strive for excellence while faithfully, honestly, and ethically performing the duties of Board Member with Unified Fire Authority

Conclusion:

You are now duly affirmed as a Board Member for Unified Fire Authority.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 21 <i>Board Code of Ethics</i>

Relevant 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 BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policy</i>	Section 22 <i>Motions & Resolutions</i>

Relevant Information: The general form by which the Board takes action on business items is passing of motions by voice vote in public meetings. In certain situations, the Board may find the need to adopt a resolution. A resolution is a formal motion that expresses the formal opinion and direction of the Board. The Board will adopt resolutions in the same manner as all main motions. In general, the Board will utilize resolutions when required by state law or when the proposal is lengthy and/or highly important. Resolutions are usually prefaced with recitals that state the reasons for the resolution. Resolutions will be specifically numbered based upon the date of the meeting at which they are adopted and will remain in force until rescinded or for the length of time specified in the resolution.

Policy Statement: It is the policy of the Board to use motions and resolutions to conduct the business of the UFA in accordance with their intended purpose and to review, amend, and/or delete as may be required.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 1 <i>UFA Employee Organizations</i>

Relevant Information: Employees may choose to join together to promote employee issues or concerns. While the Board does not collectively bargain with such employee organizations, it does not wish to impede or infringe on employee’s rights to form such groups or have such groups interact with both the Board and Administration and provide advisory recommendations concerning matters of importance to employees. The threshold for recognizing a given organizations, the nature of interaction with such groups, and any paid time allocated for participating in employee group activities will be governed by administrative policy.

Policy Statement: It is the policy of the Board not to limit the ability of employees to form advisory employee organizations or otherwise impede on employees’ ability to interact with the Board and Administration, subject to the parameters set forth in administrative policy

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 2 <i>Americans with Disabilities Act and UFA Facilities</i>

Relevant Information: The Americans with Disability Act of 1990, as amended, provides, among other requirements, accessibility standards and guidelines for public facilities.

Policy Statement: It is the policy of the Board to comply with the requirements of the American with Disabilities Act of 1990, as amended, at its facilities. Administration will establish procedures for employees or members of the public to bring issues or complaints related to non-compliant facilities and to resolve them to be in compliance with the Act.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 3 <i>Facilities Use and Management</i>

Relevant Information: UFA facilities, including community rooms, training rooms, and associated equipment, constitute assets constructed and acquired with public funds and their use, must be consistent with the public trust in which they are held. Facilities acquired with bond funds must also be used consistent with the terms of the bond indentures and all applicable federal regulations to protect the tax exempt status of the bonds. Use of the facilities and equipment must be consistent with the needs of the department, while also recognizing that such facilities are community assets.

Policy Statement: It is the policy of the Board that UFA facilities be first dedicated to the operational needs of the UFA. However, when otherwise available, such facilities may be used for governmental or government-sponsored purposes by the communities in which they are located, subject to agreement between such entity and UFA. Use of the facilities and equipment by individuals or non-governmental (or government-sponsored) organizations will be determined individually by facility using rules and procedures jointly developed between UFA and the member entity in whose jurisdiction the facility is located, if applicable. Use of the facilities by entities other than UFA should be cost-neutral to UFA.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 4 <i>Records Management</i>

Relevant Information: As a governmental entity, the UFA is subject to the records management requirements of the Utah Records Management Act, Utah Code § 63A-12-100, et. seq., the Utah Governmental Access and Management Act, Utah Code § 63G-2-101, other record retention requirements under federal law, such as the Health Insurance Portability and Accountability Act, 42 U.S.C. 1320d, et. seq. There are also established best practices for the maintenance and retention of records to best facilitate the access and production of documents as necessary.

Policy Statement: It is the policy of the Board that the UFA will comply with the requirements of state and federal law for the maintenance, security, access, production and retention of governmental records and subject to an adopted retention schedule.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 5 <i>Potential Claims and Litigation Holds</i>

Relevant Information: The UFA may be the subject of potential claims and may also possess information and records, including electronic records, relevant to claims involving the UFA or third parties. UFA is subject to the processes and requirements of the Utah Governmental Immunity Act, Utah Code § 63G-7-101, as well as the discovery and records retention requirements of the Federal and Utah Rules of Civil Procedure. Receiving advanced notice of potential claims against the UFA in a timely fashion assists the UFA in preserving records relevant to such claims and either resolving such claims or preparing a defense. Receiving notice that UFA may have records relevant to third party claims in a timely fashion assists in preventing the inadvertent destruction of such records.

Policy Statement: It is the policy of the Board that in the event an employee becomes aware that a claim for liability against the UFA or its personnel may be made, that the employee notify the Chief Legal Officer as soon as reasonably practicable. It is the policy of the Board that the Chief Legal Officer, in consultation with the Fire Chief, establish a procedure for the implementation of "Litigation Holds." Such Litigation Holds should be instituted in event the UFA receives notice of a potential claim against the UFA so that it may take the required and reasonable steps to preserve potential evidence. It is policy of the Board that the UFA will also institute appropriate Litigation Holds when notified that such a hold is needed when related to claims between third parties.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 6 <i>Political Activities</i>

Relevant Information: As public employees, employees of the UFA are entitled to the protections of the First Amendment freedom of association. An employee therefore cannot be dismissed, disciplined, or denied an opportunity on the basis of a political opinion or affiliation. Employees may voluntarily contribute funds or efforts to political candidates or organizations, become a candidate for public office (subject to the restrictions of the Hatch Act, see Section 7), and be free from any attempt by an employee to coercively participate or contribute to any political activity. There are, however, legitimate restrictions on such activity. An employee must not engage in political activity during hours of employment, solicit contributions from UFA employees during hours of employment, UFA resources to engage in political activity, or use their positions within UFA to suggest any UFA endorsement of a political candidate, organization, or issue.

Policy Statement: It is the policy of the Board that UFA employees are entitled to the full protections of the First Amendment's freedom of association for political activities, subject to reasonable restrictions consistent with law.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 7 <i>Hatch Act Compliance</i>

Relevant Information: The federal Hatch Act, 15 U.S.C. § 1501, et. seq., prohibits a state or local officer or employee, whose principal employment is financed 100% by federal funds, such as loans or grants from the United States or a Federal agency, from being a candidate for a partisan elective office. Under federal law, one becomes a candidate for a partisan elective office prior to actually filing for the office and occurs when preliminary steps are taken to establish a candidacy, not just when a formal announcement is made.

Policy Statement: It is the policy of this Board that a UFA employee must notify, in writing, his or her supervisor and the Chief Legal Officer of a possible candidacy prior to taking any preliminary steps to start the candidacy. If the Fire Chief desires to commence a candidacy for a partisan elective office, the notification shall be made to the Chair of the Board of the UFA and the Chief Legal Officer. The Chief Legal Officer, and in the case of the Fire Chief in consultation with the Board, will undertake an analysis of the employee’s job duties to determine if a potential Hatch Act violation may occur and, if so, if there is a reasonable method of adjusting such duties in order to be in compliance with the Act. It is the policy of this Board that a violation of the Hatch Act by an employee may result in termination in employment.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 8 <i>Free Speech</i>

Relevant Information: As public employees, employees of the UFA are entitled to the protections of the First Amendment freedom of speech. An employee therefore cannot be disciplined solely on the basis of speech, subject to certain restrictions and exceptions. Protected speech includes speech made on an employee’s own time while not performing job duties and concerning matters of public concern. However, the UFA may restrict speech that occurs pursuant to an employee’s official duties, speech on UFA matters that are not matters of public concern (based on content, form, and context), or when the UFA’s interests, as an employer, in promoting the efficiency of public service are sufficient to outweigh an employee’s free speech interests. The analysis of the reasonableness of restricting speech by public employers is generally known as the *Pickering/Garcetti* line of jurisprudence.

Policy Statement: It is the policy of the Board that UFA employees are entitled to the full protections of the First Amendment’s freedom of speech, subject to reasonable restrictions consistent with the law.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 1 <i>Nepotism</i>

Relevant Information: [Utah Code Ann. Sec. 52-3-1 et seq.](#) prohibits nepotism in public employment including a restriction on employing, appointing, recommending the appointment, supervising, or working for a relative when the salary, wages, pay, or compensation of the employee will be paid from public funds, except in specific circumstances as stated in the statute.

Policy Statement: It is the policy of the Board that nepotism is incompatible with public employment and UFA will, at a minimum, comply with all applicable provisions of Utah Code Ann. Sec. 52-3-1 et seq., and any modified or successor version thereof, governing the appointment or employment of relatives of UFA employees. Administrative policies that are more strict than state code are authorized and may be approved by the Fire Chief.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 2 <i>Employment Status</i>

Relevant Information: The UFA may designate employees into specific categories that determine each employee’s employment status with regards to selection, merit status, and eligibility for overtime. These categories are: Appointed (employees appointed by and report directly to the Board); Probationary (employees serving an initial trial period); Full-Time Merit (employees who have completed a probation period and are therefore entitled to merit system benefits); Exempt Merit (full-time merit employees who have been designated as FLSA-Exempt); Part Time (employees who are employed part time and at-will); and Executive Staff (at-will employees hired by the Fire Chief to serve as part of his executive staff).

Policy Statement: It is the policy of the Board that employees are categorized into a designated “employment status” that determines the employee’s method of selection, merit or at-will status, and eligibility for overtime with policies applicable to each category based upon its status. It is the policy of the Board that the Fire Chief and Chief Legal Officer will be Appointed employees.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 3 <i>Position Allocation and Classification</i>

Relevant Information: The Board annually determines the proper number of allocations for full-time employees for UFA during its budget process. Each allocation is assign to a position description that includes the essential qualifications, objectives, and tasks of the position. The Fire Chief may approve requests to reclassify existing allocations if such reclassification does not require a budget amendment. The Fire Chief typically notifies the Board of any such reclassification at the next available Board meeting.

Policy Statement: It is the policy of the Board that it will set the initial number of allocated employees for UFA as part of its budget adoption process and will approve requests for any additional allocations or to eliminate an allocation during the fiscal year.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 4 <i>Vacation</i>

Relevant Information: All full-time merit, Executive Staff, and probationary employees accrue and are eligible to use accrued vacation at various rates depending upon position and years of service with the UFA. The amount of vacation is also accrued based upon whether an employee works a twenty-four-hour operations schedule or 8 hour “day” schedule and can be converted between the two using a 1.404 per hour conversion rate. UFA employees may also carry over unused vacation up to a limit set by Board policy. Unused vacation is paid out to separating employees as converted “day” hours.

Policy Statement: It is the policy of the Board that employees accrue vacation as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employees vacation accrual, if any, will be determined by the terms of that employee’s employment agreement. All other rates of vacation accrual are as follows:

Full-time Non-Exempt (FLSA) Merit employees will accrue vacation according to the following schedule:

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

Executive Staff positions or Exempt Merit positions will accrue vacation according to the following schedule:

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

Unused accrued vacation may be carried forward to succeeding years with a limit of 342 hours for 40 hours per week “day” employees and a limit of 480 hours for 24/192 operational employees.

In an effort to attract qualified day shift, non-firefighter employees with specific skills that are necessary to the UFA, the Fire Chief may authorize up to 40 hours of vacation to be front loaded into the employee's leave balances or up to 80 hours for Executive Staff employees subject to forfeit in the event such employees leave within one year.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 5 <i>Sick Leave</i>

Relevant Information: UFA employees are provided with compensated sick leave benefits to allow appropriate and necessary time off away from work to recover from an illness, injury, or disability of the employee or to care for an immediate family member. Employees accrue available sick leave for each month worked at a specific rate. Unused sick leave may be converted at the end of a calendar year to vacation pursuant to a specific formula. Those retiring with sick leave balances may convert those hours to an employer contribution to the employee’s post employment health care plan (the VEBA) at a specified rate.

Policy Statement: It is the policy of the Board that employees accrue sick leave as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employees sick leave accrual, if any, will be determined by the terms of that employee’s employment agreement. All other rates of sick leave accrual and conversion are as follows:

- Eligible day shift employees, or Exempt At-Will employees, will accumulate sick leave at the rate of eight hours for each full month worked. In an effort to attract qualified day shift non-firefighter employees with specific skills, the Fire Chief may authorize up to 40 hours of sick leave to be front loaded into the employee’s leave balance or up to 80 hours for Exempt-at-will employees.
- Twenty-four-hour firefighter employees shall accumulate sick leave at the rate of twelve hours for each full month worked.
- Unused accrued sick leave may be carried forward to succeeding years up to a limit of 640 hours from one year to the succeeding year for eligible 8-hour day shift employees. And 960 hours for twenty-four-hour operations employees. Any remaining hours that an employee has accrued above the established caps of 640 or 960 hours will be “purchased” by UFA at a rate established by the Board with such amount deposited into the employee’s VEBA account.
- Employees who use little or no sick leave during the calendar year may voluntarily convert hours to vacation according to the following formulas:

Eight-hour day shift and Exempt At-Will employees:
 Accrued Credit (maximum of 96 hours) x (multiplied by) 0.3334 - (minus) Used Credit = Converted.

Twenty-four-hour firefighter employees:

Accrued Credit (maximum of 144 hours) x (multiplied by) 0.3334 - (minus) Used Credit = Converted.

- Merit and probationary employees who die will receive payment for sick leave hours accrued per further policy.
- Employees terminating employment for any other reason than death or retirement will not be compensated for unused sick leave accumulated prior to the termination date.
- Employee's retiring pursuant to the provisions of the Utah State Retirement System, will have accrued sick leave hours cashed out in the following manner: Hours up to the established thresholds will be cashed out at twenty-five percent (25%) of their accumulated sick leave at their current daily rate of pay. Any accumulated hours over the established thresholds will be "purchased" at the rate established by the Board and deposited into the employee's VEBA account.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 6 <i>Family Medical Leave</i>

Relevant Information: Employees are provided with the specified 12 weeks of job-protected leave afforded to them by the federal Family and Medical Leave Act (“FMLA”) in the manner prescribed by the U.S. Department of Labor. The designation of FMLA leave, per DOL guidance, must occur upon an eligible employee requesting FMLA leave for a qualifying event or when an employer becomes aware of the qualifying event. The employer may require the employee to use paid leave, such as sick, vacation, and compensatory leave concurrent with FMLA leave before going on unpaid FMLA leave. Such a designation will not impact an employee’s ability to use these other types of leave beyond the time designated as FMLA leave. These other types of employee leave may be utilized and will be governed pursuant to their own respective UFA policies.

Policy Statement: It is the policy of the Board that UFA fully comply with the rights, obligations, and procedures prescribed by the federal Family and Medical Leave Act, 29 U.S.C. Section 2601, et. seq., and its implementing regulations.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 7 <i>Military Leave</i>

Relevant Information: UFA is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee or prospective employee will be subjected to any form of discrimination based on that person’s military membership in or obligation to perform service for any of the Uniformed Services of the United States. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or policy. Employees make take part in a variety of military duties, including Reservists and National Guard members, for training, active service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Policy Statement: It is the policy of the Board that the UFA will provide any merit employee, or probationary employee, paid leave of absence for military duty (Military Leave), not to exceed 15 working days per the calendar year (120 hours) for 8-hour employees, or 168 hours per calendar year for 24- hour operations employees. Further, the UFA will adopt administrative policies that facilitate employees taking part in required military duties, including the use of vacation/unpaid leave and partial payment for continuation of insurance benefits(for military leave in excess of 30 days). UFA will also be subject to the re-employment rights provided by the federal Uniformed Services Employment and Reemployment Rights Act (“USERRA”).

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 8 <i>Insurance Eligibility</i>

Relevant Information: The UFA provides health and other insurance benefits (dental, vision, etc.) for benefit-eligible full-time employees. Each year as part of its budget process, the Board evaluates the available benefits and insurance renewal information and determines the scope of the insurance plan to be adopted for the next fiscal year. Full-time employees are eligible to enroll in such insurance benefits upon date of full-time hire and may change their benefits during periods of open enrollment. An employee’s insurance benefits terminate upon the separation of employment with UFA except under the terms of retirement benefits adopted by policy or continuing enrollment, subject to premium payment, pursuant to federal law (such as Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits)

Policy Statement: It is the policy of the Board that it will adopt as part of its annual budget adoption process a set of insurance benefits to be offered to employees. The eligibility, nature, cost, and scope of such insurance benefits will be determined yearly as part of this process and be adopted as part of the plan document each fiscal year.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 9 <i>Additional Leaves</i>

Relevant Information: Additional paid leaves may be available to employees for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby.

Policy Statement: It is the policy of the Board that the Fire Chief, in consultation with the Board, may create policies for additional periods of paid leave in reasonable amounts for such purposes of for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby. These leaves will be periodically reviewed by the Board or Compensation Committee as part of employee benefits during creation of the budget and may be expanded, contracted or eliminated.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 10 <i>Worker's Compensation</i>

Relevant Information: All employees are eligible for workers' compensation as required by the State of Utah [Workers' Compensation Act](#) and [Utah Occupational Disease Act](#), as administered by the Labor Commission of the State of Utah. Employees and volunteers are entitled to workers' compensation benefits even though they may have been on the job for a short time. After an accident, employees' workers' compensation benefits continue even though the employee may have retired, been fired or quit a particular job.

Policy Statement: It is the policy of the Board that UFA will provide Workers' Compensation insurance in compliance with Utah law and will adopt administrative policies that facilitate an injured employee's filing and processing of claims with the insurance provider.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 11 <i>Overtime and Compensatory Time</i>

Relevant Information: There are two types of employment classes in UFA relative to the Fair Labor Standards Act (FLSA) requirements: FLSA Exempt and FLSA Non-Exempt. Non-Exempt employees are subject to FLSA requirements. Designation of FLSA Status is made by the Human Resources Division as part of the position classification process and approved by the Fire Chief.

Policy Statement: It is the policy of the Board that UFA will comply with the requirements of the FLSA with respect to providing overtime and compensatory time for hours worked by Non-Exempt employees in excess of the limits provided for in the FLSA, including operational time periods based on subsection 7(k). Employees will not be paid for overtime unless the total number of actual hours worked in a standard work week exceeds 40 or in a standard operational work period exceeds 182.

Holidays, vacation, sick leave and other paid leave such as jury duty, military leave, and funeral leave will not be counted as time worked for purposes of overtime. An exception to these exclusions may be made in the event the Fire Chief determines that critical staffing needs require that holidays, vacation, and/or sick leave hours may be included in calculations of “hours worked” for the purposes of calculating overtime. These periods should be temporary and, if such a determination is made, the Fire Chief will notify both employees and the Board the types of hours that will be counted as “hours worked” and the time period during which such exceptions will be in effect. Any permanent change to these exclusions will require modification of this policy.

UFA will typically pay non-exempt employees cash payments for overtime hours worked. However, the Fire Chief or designee may elect to grant compensatory time off in lieu of making cash payment for overtime. If granted, compensatory time off will be preserved, used or exchanged for cash payment in accordance with this section and with FLSA.

When responding to a reimbursable event such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally-mandated EOC activation, or other similar activities, UFA will, for the purposes of calculating reimbursement for personnel costs, convert the employee’s base hourly rate to its equivalent for a 40-hour work week. Exempt employees are not subject to the mandatory overtime provisions of the FLSA, but additional compensation in

the nature of overtime may be provided very sparingly to exempt employees and only for the extended activations listed above and when full or partial reimbursement is provided.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 12 <i>Holidays</i>

Relevant Information: UFA provides employees with paid time off for recognized federal and state holidays as well as a personal preference day.

Policy Statement: It is the policy of the Board that UFA will observe eleven paid holidays and one personal preference day each year as follows:

The 1st day of January	New Year's Day
The 3rd Monday of January	Martin Luther King Day
The 3rd Monday of February	President's Day
The last Monday of May	Memorial Day
The 4th day of July	Independence Day
The 24th day of July	Pioneer Day
The 1st Monday of September	Labor Day
The 11th day of November	Veteran's Day
The 4th Thursday of November	Thanksgiving Day
The 4th Friday of November	Day after Thanksgiving
The 25th day of December	Christmas Day
Personal Preference Day	

All merit, probationary and exempt appointed employees are eligible for paid holidays. Non-merit part-time and temporary employees are not eligible for paid leave on holidays. Holidays that fall on Saturday will typically be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the following Monday. Employees required to work on holidays will be paid for the hours worked and an additional eight hours of straight time holiday pay or they may flex the holiday to another regularly scheduled workday.

Due to the nature of 24-hour operations employees schedules, administrative policies will be adopted that provide for the accrual, bidding, and use of holiday hours by such employees in a manner that provides a substantially equivalent benefit.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 13 <i>Sexual Harassment</i>

Relevant Information: Sexual harassment is an unlawful activity which violates merit principles and is prohibited as a form of gender discrimination under Title VII of the Civil Rights Act of 1964. Any employee who engages in such activity shall be subject to corrective or disciplinary action.

Policy Statement: It is the policy of the Board that UFA will be in full compliance of Title VII and prohibits sexual harassment of employees of any kind, including *quid pro quo* of hostile work environments. Employees who are subjected to, or are otherwise aware, of sexual harassment by or against an Authority employee are expected to report such harassment as soon as possible. UFA will create policies allowing for the ability to bring complaints of sexual harassment to the attention of the Board or administration and provide for a proper investigation of such complaints. Violation of this policy will result in discipline, up to and including, termination.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 14 <i>Harassment, Discrimination, and Reprisals</i>

Relevant Information: UFA does not tolerate discrimination, retaliation, or any form of harassment based on race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status.

Policy Statement: It is the policy of the Board that UFA will prohibit all discrimination, retaliation, or any form of harassment based on race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status. UFA does not tolerate discrimination, harassment or retaliation even if it does not rise to the legal definition of these terms: UFA will create policies allowing for the ability to bring complaints of discrimination, retaliation or harassment to the attention of the Board or administration and provide for a proper investigation of such complaints. Violation of this policy will result in discipline, up to and including, termination. This policy is not intended to require additional employee benefits related to family, marital, co-habitant, or dependent status unless provided for by state or Federal law or by contract.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 15 <i>Drug Free Workplace Act & Drug Testing</i>

Relevant Information: As a federal grantee, UFA is required to comply with the federal Drug-Free Workplace Act.

Policy Statement: It is the policy of the Board that UFA will adopt administrative policies that comply with the requirements of the federal Drug-Free Workplace Act. UFA will also adopt administrative policies governing initial pre-hire drug screening, random drug testing, and drug testing based upon reasonable suspicion with such testing being done by a third party and pursuant to specific procedures as outlined in such policies.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 16 <i>Investigations and Discipline</i>

Relevant Information: UFA employs a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The level of discipline applied is based on the severity or frequency of the conduct at issue, and the employee’s disciplinary history. In most situations, and depending on the seriousness of the issue, UFA takes the approach of coaching, mentoring, training, and counseling the employee to correct the behavior or deficiency as part of progressive discipline. The purpose of discipline is to correct identified job performance, conduct, and attendance problems and to do so in as timely a manner as the process will allow. When appropriate, disciplinary actions are progressive in nature and consistent with the seriousness of the infraction. The ultimate goal of this policy and its procedures is to help employees to be better contributing members of the organization.

Policy Statement: It is the policy of the Board that the Fire Chief will establish an administrative policy providing for the review and correction of job performance issues and the efficient and impartial investigation of potential employee misconduct. Such policies will provide for due process and progressive discipline consistent with the goals of this policy but will not limit the ability of administration to impose discipline, up to and including termination, as justified by the circumstances without any prior progressive disciplinary action. The Board will conduct any investigation of or impose discipline on employees hired and reporting directly to the Board such as Chief Legal Officer and Fire Chief.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 17 <i>Grievances and Appeals</i>

Relevant Information: Merit employees may file a grievance up the chain of command and ultimately to the Fire Chief regarding decisions of supervisors or managers regarding matters such as discrimination or reprisal, work assignment, location, work space, work schedule, working conditions, met or exceeded job expectations performance evaluation ratings, performance standards, verbal and written warnings, or other decisions involving supervisory and administrative discretion by following the procedure outlined in this policy. Merit employees may appeal matters up the chain of command and ultimately to the Fire Chief relating to dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, an overall “did not meet job expectations” performance evaluation rating or working conditions that substantially affect an employee’s personnel status. Probationary employees may also file an appeal if they feel their merit probation period has been unduly extended. Employees who are dissatisfied with the results of an appeal to the Fire Chief on specified items may further appeal to the Merit Commission.

Policy Statement: It is the policy of the Board that UFA employees may file grievances and appeals related to their job up the chain of command, up to and including the Fire Chief. The Fire Chief will create policies that provide for the process by which such grievances and appeals can be made and adjudicated. Employees will be allowed a reasonable period of time during working hours, not to exceed four (4) hours per level of review, to prepare their case. Hearing for such grievances and appeals will be informal.

Decisions of the Fire Chief on grievances and appeals may be appeal to the Merit Commission if they regard a dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, an overall “did not meet job expectations” performance evaluation rating or working conditions that substantially affect an employee’s personnel status. In addition, the Merit Commission may hear concerns by merit or non-merit employees related to claims of discrimination or reprisal. The Commission has no jurisdiction to hear or decide any other personnel matters unless expressly granted by the Authority to review such matters by this policy.

Appeals by job applicants or employees concerning the development, establishment, and maintenance of Merit Employment Registers or Examinations must be filed first with the Merit System Coordinator. If the employee or applicant is not satisfied at that level, he or she may file next with the Merit Commission.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 18 <i>Gifts to Employees/Ethics</i>

Relevant Information: UFA employees are public servants that should maintain a high level of ethical behavior and not accept gifts or other benefits in a manner that would suggest that they are compromised in how they perform their job duties. However, businesses and members of the public often like to “reward” public safety officers with promotions and gifts such as discounts or other benefits. A policy is therefore needed that balances these issues and enables compliance with the ethical standards for public employees required by Utah law, ensures employees do not have conflicts of interest that would negatively impact the performance of their duties, and provides mechanisms for employees to disclose their relevant business interests.

Policy Statement: It is the policy of the Board that UFA will maintain a conflict of interest and ethical standards policy that comports with the Utah Public Officers and Employees Ethics Act, Title 67, Chapter 16 with respect to the acceptance of gifts, disclosure of confidential information, and use of an employee’s position for personal benefit. This policy will include the “safe harbor” provisions that provide for occasional, small dollar non-cash gifts and awards. The policy will also require the disclosure of any potential conflicts of interest that may arise due to an employee’s ownership in or participation with an entity that does business with the UFA. An employee may request an advisory opinion, in writing, from UFA’s Chief Legal Officer concerning the applicability to the employee of any provision of the policy.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 19 <i>Merit Commission Guidelines and Operating Procedures</i>

Relevant Information: The Merit Commission is an independent commission established by the Revised Interlocal Agreement creating UFA for the purpose of hearing employee grievances and appeals as provided for in its Exhibit A. Its three commissioners are appointed by the Board.

Policy Statement: It is the policy of the Board that the Merit Commission may operate pursuant to the terms and conditions of Exhibit A of the Revised Interlocal, including that the Merit Commission may establish its own hearing procedures, and hear those matters authorized for appeal by Section 17 of this Chapter . If at the time of adoption of this Board policy, the Merit Commission has not yet established its own procedures, the administrative policy governing Merit Commission procedures will be in force and effect until such time as the Merit Commission meets and adopts its own.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 1 <i>Management of Public Funds</i>

Relevant Information: A management of public funds policy establishes standards by which public monies are received, recorded, and deposited. In such a program, functions and responsibilities will be defined to establish internal controls designed to prevent a single employee from exclusively controlling a monetary transaction, with a segregation of duties in such a way that persons who are responsible for the custody of funds and performance of cashiering duties have no part in keeping, nor access to, those records which establish CFO or designee control over the funds and operations (and vice versa). The duties of individuals should be so divided as to maximize employee protection and minimize the potential for collusion, perpetration of inequities and falsification of accounts. The objective is to provide the maximum safeguards practicable, giving due consideration to the risks involved and the cost of maintaining controls. Established internal controls work to provide reasonable assurance that daily transactions are executed in accordance with prescribed managerial policies and errors and omissions are detected.

Policy Statement: It is the policy of the Board that the CFO will establish a detailed management of public funds system to ensure internal controls and avoid the potential for fraud, waste, or abuse. The operation of the fund management system, the duties of any employee designated as a cashier, and all other matters including physical security, designation of cashiers and accountability for the receipt, deposit, transmittal, or disbursement of funds not otherwise specified by statute will be regulated by the management of public funds system policies and procedures, which will be presented to the Board for feedback and approval. UFA will also engage an outside auditor for annual audits of its accounts for compliance and best practices and will make any adjustments to correct deficiencies identified in any audit.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 2 <i>Authorization & Processing of Certain Payments</i>

Relevant Information: Prior to disbursing UFA funds it is CFO or designee’s responsibility, as provided in state law, to “audit and approve all claims.” The CFO, or designee, ensures that any given payment request is proper in amount properly accounted for and is duly authorized. The authority to acquire goods and services on behalf of the UFA (hence obligating payment of funds, to satisfy these obligations) derives from statutes, policies, and from specific approval by the Fire Chief. The authority to obligate the UFA can also be formally delegated by the Fire Chief, as has been done with certain types of transactions in the case of the Purchasing Agent, as provided by state law.

Policy Statement: It is the policy of the Board that payments must be approved based upon the nature of the transaction. The Fire Chief has the basic authority to authorize all payments, except as provided in this policy, but may delegate that authority to the CFO, or the CFO’s designee, via administrative policy that establishes which payments may be made without prior approval of the Fire Chief and which payment require prior approval. The Chief Legal Officer will recommend the payment for the settlement of any legal claims brought against UFA for the Fire Chief’s approval.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 3 <i>Capital Project Planning Guidelines</i>

Relevant Information: Funds allocated to facilities and land owned or proposed to be owned and/or improved by UFA are allocated in a manner that meets the goals of the Fire Chief and UFA Board in order to provide a safe and effective environment for UFA personnel and to protect assets owned by UFA.

Policy Statement: It is the policy of the Board that major maintenance projects, and operation costs and repairs identified by CFO or designee and departments will be budgeted by personnel responsible for facilities within their operation budgets. All capital maintenance projects, capital improvement projects, capital development projects, and land acquisition projects will reviewed for final prioritization recommendation by a prioritization committee. The CFO or designee will receive and coordinate necessary information from all UFA depts. to define and justify which are capital project requests. The CFO or designee will prepare a capital project budget presentation for the Board. Projects for protecting, enhancing, or optimizing existing physical facilities will be prioritized according to criteria set forth by the Fire Chief and reported to the Board.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 4 <i>Full Cost Recovery</i>

Relevant Information: UFA often provides services for which cost recovery is available, such as: 1) statutory fines, fees, and charges; 2) non-statutory charges; and 3) services performed through inter-local agreements or other contracts/agreements. The Division Chief overseeing the services is typically responsible for determining the costs of the services, and the Chief Financial Officer disseminates forms and reviews procedures as necessary for the determination of the full costs of UFA services.

Policy Statement: It is the policy of the Board that UFA recover costs for services to the extent available for statutory fines, fees and charges. The Board will furthermore establish a fee schedule for non-statutory fees or charges for services provided by the UFA based upon its review of the costs of providing such services. Such rates shall be reviewed annually with the adoption of the annual budget. Interlocal or contractual costs will be set pursuant to the terms of those agreements and will be based upon the reasonable costs of providing such services. The Fire Chief will have discretion to waive fees or charges up to \$3,000, and any fee waiver above \$3,000 will require Board approval. This policy does not apply to ambulance services which are covered in separate policy.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 5 <i>Charitable Solicitation</i>

Relevant Information: UFA is approached on occasion to facilitate voluntary charitable contributions to be made by UFA Employees to third party charitable organizations either through solicitation of direct contributions by employees or via ongoing payroll deductions.

Policy Statement: It is the policy of the Board that the Chief Financial Officer (CFO) and the Chief Legal Officer (CLO) will review a request for charitable solicitations of UFA employees and jointly make a recommendation to the Fire Chief and Command Staff whether the organization or charitable cause is appropriate for solicitations of employees. A recommendation will be based upon a review of the charitable organization’s compliance documentation and a determination that its purpose is compatible with the mission of the UFA. Because of the administrative burden of establishing payroll deductions, this evaluation process should occur in a once a year window to be established by administrative policy. Any solicitation of employees must emphasize that such contributions are voluntary and administration is merely acting as a facilitator for the solicitation. The Fire Chief is authorized to revoke or refuse to begin payroll deductions if the participation rate falls low enough that continuing contributions does not justify the administrative burden of processing payments.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 6 <i>Gifts to UFA</i>

Relevant Information: UFA may be contacted by individuals or businesses with an offer to provide a gift to the UFA to support its mission. Such gifts are being made to UFA as an organization and not to individual employees. These gifts can be monetary or gifts of personal property such materials or equipment. These offers are separate from “grants” which typically require application and compliance requirements.

Policy Statement: It is the policy of the Board that the UFA may accept gifts offered by individuals or businesses so long as they are in compliance with law. The Board must approve the acceptance of any monetary gift or personal property gift whose value exceeds _____. Gifts valued at \$_____ or less may be accepted by the Fire Chief on behalf of UFA. For personal property gifts the estimated value will be established by the donor and included on a declaration of gift form. UFA will not accept gifts of real property of any value unless authorized by the Board and accepted pursuant to written agreement between the parties approved by the Chief Legal Officer.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 7 <i>Purchasing of Services, Supplies, and Equipment</i>

Relevant Information: As a public entity, UFA is charged with safeguarding public funds and maximizing purchasing or services and supplies to achieve the best deal possible. The primary means of maximizing value is for the public solicitation of proposals or bids and competitive evaluation of responses. Often such solicitation is not practicable or will not yield sufficient results, so standardization or sole-source methods may be used with proper approvals and supervision.

Policy Statement: It is the policy of the Board that the Fire Chief, in consultation with the Chief Legal Officer, will establish a procurement policy for UFA’s acquisition of goods and services that is consistent with best practices for a public entity’s procurement needs and is consistent with the guidance provided in the Utah State Procurement Code (“State Code”). The policy need not replicate the State Code and may be customized to best suit the needs of the UFA. Reasonable levels of process, approval, and supervision should be established for direct purchasing, thresholds for Requests for Quotes or Requests for Proposals, process for evaluation of proposals, use of other governmental contract established through a competitive process, standardization of equipment, and sole-source methods. The policy should also provide safeguards to prevent conflicts of interest between UFA and potential suppliers.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 8 <i>Fund Balance Reporting</i>

Relevant Information: The UFA maintains an appropriate fund balance for a public entity and classifies and reports the fund balance in accordance with GASB Statement 54.

Policy Statement: It is the policy of the Board that the Fire Chief or designee will require all fund balance classifications to conform to the budget and Board designations. The fund balance will consist of the following components: Nonspendable; Restricted, Committed, Assigned, and Unassigned. In accordance with Utah Code 10-6-116(4), UFA will retain a minimum general fund balance of 5% of the **current fiscal year's** total budgeted revenues (less beginning appropriated fund balances). In accordance with Utah Code 10-6-116(2), UFA's unrestricted fund balance will not exceed **25% of the current year's total budgeted** General Fund revenue (less beginning appropriated fund balances). The Board or the Finance Committee will designate fund balance as assigned or committed by passing motion during a public meeting stating the nature of the assignment or commitment and the amount to be assigned. In order to reclassify funds from assigned or committed fund balance, the Board or Finance Committee must pass a motion during a public meeting stating the nature of the original assignment or committed and the amount to be reclassified to another fund balance component.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 9 <i>Budget Process</i>

Relevant Information: The UFA adopts an annual budget every year for a fiscal year that runs July 1 to June 30.

Policy Statement: It is the policy of the Board that UFA is committed to effective management and monitoring of the organization’s funds. This will be accomplished by developing an annual budget for UFA that is approved first by the Finance Committee and then the entire Board. Benefits and compensation costs will be evaluated by the Compensation Committee and it will make recommendations to the Finance Committee as part of the budget process. The Finance Division will monitor income and expenditures against the budget on a regular basis and report any issues to the Finance Committee and/or Board. The Board will take appropriate action when there is a significant variation between projected and actual figures including amending the budget through a formal amendment process, including appropriate public hearings.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 10 <i>Reimbursement Request</i>

Relevant Information: UFA employees may incur minor incidental and emergency business expenses who use their own funds to pay for approved purchases. Reimbursement for these types of expenses will be issued by the Finance Division as a deposit to the employee’s designated payroll account. Documentation of such expenses ensures adherence to IRS requirements for business expenses and ensures the Finance Division accurately records these expenses in the financial accounting system.

Policy Statement: It is the policy of the Board that reimbursement requests are available so that UFA personnel may be reimbursed in a timely manner for purchases of such a nature and limited value that the use of the normal purchase process is deemed not to be cost effective. Employees will be reimbursed when purchases have been approved and deemed necessary to purchase at the employee’s own expense. Employees will need to provide documentation such as an itemized receipt and reimbursement request form. UFA does not pay sales tax nor can it reimburse for sales tax and employees should, whenever possible, have the vendor remove sales tax from the transaction.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 11 <i>Surplus Property</i>

Relevant Information: UFA owns significant amounts of equipment and personal property that will outlive its useful service life that must be disposed of in a manner that is both efficient and provides any residual value back to the UFA.

Policy Statement: It is the policy of the Board that the disposition of surplus property must be pursuant to a policy that accords with best practices for a public entity in order to be both efficient and receiving the maximum reasonable value, if any, remaining in the surplus personal property. The primary means of disposal should be a publicly advertised and available sale of the property by either auction or establishment of a commercially reasonable market value. When personal property is disposed of by sale, UFA will maintain a record of the sale. Surplus property may be donated to non-profit organization or other governmental entities upon approval of the Board. Surplus deemed to have no residual market value may be disposed of as scrap in a commercially reasonable manner.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 12 <i>Business Travel</i>

Relevant Information: UFA employees travel outside of its service area for training, educational, and other reasons that benefit the UFA and for which they should be reimbursed. Those who travel on UFA business should not receive pecuniary benefit from travel reimbursement and should not expend personal funds that are not reimbursed. As funds to support travel are limited, it is necessary that clear and unambiguous policies are in effect so that expenses are properly reimbursed.

Policy Statement: It is the policy of the Board to pay for all reasonable expenses incurred for travel for the purpose of conducting UFA business. All travel by UFA employees must be coordinated through the UFA Travel Coordinator. Questions regarding the business purpose or reasonableness of a travel request or a reimbursement request will immediately be brought to the attention of the Fire Chief for resolution. Employees traveling must have authorization and an individual may not approve his or her own Travel Request Form. UFA will generally purchase only coach-class tickets aboard a regularly scheduled commercial carrier for both domestic and international flights. Non-stop flights, while at times, more expensive, may be justified if alternative flights impose other costs than airfare, or require such circuitous routing that it is inconvenient for the traveler. Employees may retain for personal use promotional items, including frequent flyer miles, received during the course of an official business trip if such items are obtained under the same conditions as those offered to the general public at no additional cost to the UFA. Except in limited and specific circumstances as designated by administrative policy, when out of state travel by vehicle is the same price as, or less than, the overall cost of air travel will travel by vehicle be considered as a possible option. The Travel Coordinator should select modestly priced accommodations, but may book a room at the hotel where a conference is being held, in order to reduce other travel related costs or booking a room at a higher priced hotel due to a legitimate safety concern based upon location. A meal per diem will be paid and calculated based on the GSA Per Diem rate per day for the destination city each day (and partial per diems for travel days as applicable). UFA will reimburse/pay for a rental car only when there is an approved business justification or when there is no other means of comparable transportation. Economical ground transportation including buses, taxis, transportation network services (e.g. Uber, Lyft), and shuttle services should be utilized whenever possible. When traveling on *required* business for the UFA, time spent traveling is considered “hours worked” for the purpose of compensation. All foreign travel requires the pre-approval of the UFA Fire Chief and the UFA Board Chair, or in the absence of the Chair, the Vice Chair.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 13 <i>Purchasing Card Policy</i>

Relevant Information: UFA maintains a Purchasing Card Program to provide a more efficient and cost-effective method of payment for transactions by UFA employees. The card is not to be used for personal use but can be used for in-store purchases as well as internet, mail, telephone, fax orders and other UFA Administration approved payments.

Policy Statement: It is the policy of the Board that UFA may maintain a Purchasing Card Program that allows employees to directly purchase items as a compliment to, and not as an avoidance or bypass of, the procurement or travel policies. Employees may only use such cards for non-personal purposes and to facilitate their job duties with UFA. The Fire Chief will establish a program that provides specific guidance as to the proper use of the cards and includes tiered purchasing limits to match the expected monthly requirements of particular card holders. Cardholders will be responsible for compliance with the policy, safekeeping of the cards, and all charges made on the card assigned to them. Card use will require receipts and monthly reconciliation of charges. Failure to comply with the purchase card policy may result in discipline for the employee and the right to seek reimbursement for improper expenditures.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 14 <i>Ambulance Service Collections Policy</i>

Relevant Information: UFA provides ambulance services and collects fees via ambulance service billing. UFA receives requests from the parties responsible for such bills to modify or appeal a billing.

Policy Statement: It is the policy of the Board that an Ambulance Billing Committee will be established, consisting of two Finance personnel and two or more EMS Operations personnel, to review requests to modify a bill for ambulance services. The Ambulance Billing Committee will establish a policy and procedure to address ambulance billing as it relates to potential payment plans, collection agency referrals, payment in the event of patient death, negotiation or the bill, or write-offs. The policy may also provide for reduced transport costs for off-duty UFA employees, Board Members, or other fire/law enforcement department employees and specify that any transport charges incurred by a UFA employee while at work or on duty will be written off. The final authority to negotiate collection terms on patient accounts with balances over \$3,000 will rest with the Fire Chief based upon a recommendation of the Ambulance Billing Committee.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 15 <i>Purchasing of Meals</i>

Relevant Information: UFA employees sometimes work through meal periods or eat meals during special training, organizational, or educational events. Meals are also sometimes provided during prolonged emergency events/activations, de minimus occasions such as refreshments at promotional or recruiting events, and retirement functions. This policy does not apply to food purchased directly by operational crews to be consumed in fire stations as part of the regular 48 hour duty cycle.

Policy Statement: It is the policy of the Board that food may be provided if the primary purpose of the activity is to enhance the organization’s ability to perform its functions. These include: 1) meetings of the UFA Board or its recognized sub-committees or UFA organizational meetings; 2) refreshments at a promotional or awards ceremonies, recruiting events or orientation, or organization-wide staff meeting (e.g. General Staff), provided they are de minimus and within the established budget amount; 3) retirement party or open house for full-time employees, not to exceed \$200 (for larger, more widely attended events the Fire Chief may authorize a higher dollar amount if budget allows); 4) emergency incidents where food costs must be incurred in the line of duty (e.g., prolonged fire incidents, wildland interface fires, flooding, etc.); and 4) employee events such as the Annual Employee Banquet for employees and their guests, the Wildland Awards Banquet or other similar events specifically approved by the Fire Chief as part of the annual budget process; 5) food provided to individuals (to include spouses) not employed by UFA who donate their time for UFA purposes such as promotional interviews, training, RFP response rating, or other specific activities that further the mission of UFA.

Food expenditures are not appropriate where: 1) the primary purpose is to further personal or social relationships; 2) meetings between UFA employees and/or guests occurring when there is little or no probability of engaging in the active conduct of government business such as meetings at night clubs, sporting events or essentially social gatherings; 3) meals provided for friends, relatives or spouses of employees attending a meeting with the employee, even when the purpose of the meeting is to transact UFA business (except as stated above).

The Fire Chief will establish a policy for the approval, processing, and monitoring of the purchase of food by UFA. Meals that are not de minimis or exempted by regulations will be subject to reporting requirements of the Internal Revenue Service (IRS) by UFA as taxable income.

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 5 <i>Vehicle Policies</i>	Section 1 <i>Staff Vehicle Assignment and Use</i>

Relevant Information: UFA employees may need a UFA vehicle as a necessary component of their employment with UFA for either daily work use or the ability to return to work or the scene of an incident at any time. Providing a UFA vehicle to such employees ensures operational effectiveness and incident support during emergencies as well as to ensure the non-emergency business continuity of the UFA.

Policy Statement: It is the policy of the Board that the Fire Chief will determine the job categories requiring around-the-clock coverage that are most efficiently accomplished by assigning vehicles or providing a vehicle stipend to specifically identified staff employees. These categories will follow the basic structure of: 1) employees expected to travel around the UFA service area routinely and are often asked to return to work outside of normal work hours; 2) employees that need a vehicle to perform their work, but are not typically asked to return to work outside of normal work hours; and 3) employees who periodically require the use of a vehicle for department business. The Fire Chief may designate those in any category to receive a stipend or mileage reimbursement in lieu of providing a vehicle.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 5 <i>Vehicle Policies</i>	Section 2 <i>Sale of UFA Vehicles</i>

Relevant Information: UFA purchases and uses a wide variety of vehicles including fire apparatus, ambulances, SUVs, and cars. At the end of their usable life with the UFA, such vehicles may retain value as a used vehicle that must be disposed of as surplus.

Policy Statement: It is the policy of the Board that surplus vehicles should first be advertised to member entities to determine if any member entity wishes to purchase the vehicle. Vehicles should be priced at a fair market value taking into account age and condition. If no member entity wishes to acquire the vehicle, it may be sold as surplus in a commercially reasonable manner in order to maximize its value to UFA such as live auction, online auction, purchase or credit for another vehicle by a dealer, or placement with a sales entity on a consignment basis. UFA should not sell surplus vehicles directly to UFA employees but UFA employees may participate in any auction that is available to the general public.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 6 <i>Medical Control Policies</i>	Section 1 <i>Controlled Substance Medications</i>

Relevant Information: As part of its operations, UFA uses and maintains an inventory of controlled substances that must be tracked and accounted for to avoid theft or misuse.

Policy Statement: It is the policy of the Board that all controlled substances will be maintained using security in the form of safes and that it will be the responsibility of the station Officer to ensure that proper protocols for controlled substances are followed. The Operations Chief and all Battalion Chiefs, Captains, and Paramedics will be issued an ALS access card to give access to the station controlled substance safes. These cards will allow access to the safes and will record who accessed the safe, when the safe was accessed, and if it was locked following use. Two authorized access cards are required to open and close the safe. Each paramedic unit will be issued a secure, lockable controlled substance box, with the required numbered security tags.

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UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 6 <i>Medical Control Policies</i>	Section 2 <i>BEMS Notification</i>

Relevant Information: UFA EMTs and Paramedics are licensed by the State of Utah Bureau of Emergency Medical Services (BEMS). BEMS requires that they be notified in the event a person licensed by BEMS is arrested, charged, incarcerated, or convicted of criminal activity. BEMS will evaluate the circumstances and may restrict or revoke the license of that individual.

Policy Statement: It is the policy of the Board that within twenty-four hours of the occurrence, and before returning to duty, any BEMS certified/licensed UFA employee is required to notify the EMS Division Chief about any arrest, charge, incarceration, or conviction as defined by BEMS in its administrative rules.

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