

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



UNIFIED FIRE AUTHORITY BOARD AGENDA

October 20, 2020 7:30 a.m.

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

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

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

Password: 123911

1. Call to Order – Chair Perry
2. Public Comment
Please limit comments to three minutes each.
There are three options for comments during this meeting:
 - a. In-Person.
 - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
 - c. EMAIL: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. October 19, 2020. Emailed comments submitted prior to 7:00 a.m. October 19, 2020, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Board, but not read into the meeting record or addressed during the meeting.
3. Minutes Approval – Chair Perry
 - a. September 15, 2020
4. Consent Agenda
 - a. Review of September Disbursements – CFO Hill
5. Committee Updates
 - a. Benefits & Compensation Committee (No meeting) – Chair Dahle
 - b. Governance Committee (Meeting held 9/22/20) – Chair Silvestrini
 - c. Finance Committee (Meeting scheduled 10/29/20) – Chair Stewart
6. Resolution 10-2020A Discussion and Consideration to Approve Proposed UFA Board Policies – CLO Roberts

7. Resolution 10-2020B Authorizing Acceptance of an Annual Light the Night Donation – AC Burchett
8. Quarterly Financial Report – CFO Hill
9. CARES Funding Update and Consideration to Recommend Municipalities Consider COVID-19 Expenditures for Substantially Dedicated UFA Employees
– CFO Hill
10. Consider the Date of November 17, 2020 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget – CFO Hill
11. Discuss Process for Fire Chief and Chief Legal Officer Job Performance Review
– Chair Perry
12. Fire Chief Report
 - a. Closest Unit AVL Response
 - b. Mutual Aid Report
 - c. Versaterm Update
 - d. Staffing Overtime
13. Possible Closed Session

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

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

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

Re-Open the Meeting
14. Adjournment – Chair Perry

The next Board meeting will be held November 17, 2020 at 7:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

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

CERTIFICATE OF POSTING

The undersigned, does hereby certify that the above agenda notice was posted on this 16th day of October 2020 on the UFA bulletin boards, the UFA website www.unifiedfire.org , posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation with the jurisdiction of the public body.

Cynthia Young, UFA Board Clerk



UNIFIED FIRE AUTHORITY BOARD MINUTES

September 15, 2020 7:30 a.m.

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

1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:31 a.m.

- Chair Perry asked Chief Petersen to share a little information about retired Firefighter Chris Cage, who we believe lost his life from his exposure to the environment at Ground Zero during the World Trade Center as part of the USAR Team
- Several Board Members commented on their positive experience with Chris over his 31 years with Salt Lake County/UFA
- Chair Perry asked for a moment of silence to honor the passing of Chris Cage

2. Public Comment

None

Public comment was made available live and with a posted email address

3. Approval of Minutes

Council Member Stewart moved to approve the minutes from the August 18, 2020 UFA Board Meeting as submitted

Mayor Overson seconded the motion

Roll call vote taken

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

4. Consent Agenda

a. Review of August Disbursements

No questions.

Mayor Hale moved to approve the August disbursements as submitted

Council Member Stewart seconded the motion

Roll call vote taken

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

5. Committee Updates

- Benefits & Compensation Committee
 - No meeting held
 - Pay comparison data will be available for discussion in November with a review by Chair Dahle prior to the November Board Meeting
 - As a reminder, the Board decided to consider a mid-year market adjustment when the budget was adopted, this update will provide the information necessary for the Board to hear the information in November and make the decision about the Market Adjustment at the December meeting
- Governance Committee
 - No meeting held
 - Meeting scheduled for 9/22/20 to discuss the Draft Board Policies
 - After the review by the Governance Committee, staff anticipates a packet of policies will be presented to the Board for consideration at a future Board Meeting
- Finance Committee
 - No meeting held
 - Council Member Stewart stated that Home Depot has offered to donate equipment for the Light the Night event in October
 - This request will come before the Board in October for an official vote, but there is a need to allow the notification of acceptance prior to next month
 - The notification of the donation was not made in ample time for the agenda
 - The Board agreed to accept the donation

6. “Stress Test” Reduction by SLCo to Canyon Fee and Emergency Management April 20, 2021

- SLCo has indicated that due to budgetary issues, they will be conducting another Stress Test that could reduce the funding for both Emergency Management and the Canyon Fee
- Assoc. Deputy Mayor Reberg stated that the Stress Test is being applied to every General Fund item

Mayor Dahle arrived

- He also stated that these two areas are the last areas that SLCo wishes to apply the Stress Test
- Chief Petersen pointed out that the Board needs to discuss what this would look like since this will hit mid-budget cycle
 - The current budget was completed with the impact of the approx. \$600,000 revenue loss
 - Until SLCo makes further decisions, there is no reason to discuss this now

- Chief Petersen wants the Board to just be aware as there is plenty of time to work on this

8. Fire Chief Report

- EMAC Update – Oregon/California
 - Chief followed up to the email he sent the Board showing the information about the EMAC and USAR Deployment to Oregon
 - Originally, the USAR request was for only four personnel, this made it a much easier decision to support the EMAC request, however, California was not able to fill the USAR request from Oregon, resulting in FEMA adjusting their ask of us from the four personnel to the full 80 personnel Type 1 response (35 of those from UFA alone)
 - Chief stressed that in responding to these requests, the main concern is ensuring our staffing levels are good here at home
 - Chief also discussed the probability that fires such as those in Oregon are a reality here in the Salt Lake Valley
 - Southern Oregon's climate and configuration of homes is similar to ours
 - UFA personnel deployed to these events offers training and experience that is unparalleled, and these events are allowing more and more personnel the exposure
 - Chief feels that legislative work must take place to create a more streamlined process for Utah to request and pay for aid from other states
 - There is a need for a big picture plan, this will take some time, but is necessary to ensure help is requested, arrives, and is reimbursed to ensure support
 - Chief expressed his appreciation to personnel who have stepped up to ensure the picklist is full
 - Thus far, all stations have been staffed without using Mandatory Staffing for the last three days
 - There is an uptick in COVID related cases and that may further challenge maintaining staffing without applying Mandatory
 - Chief also understands this is a large number of resources to send, but values the support from the Board to pay it forward
 - Pointed out that in the Fire Service, no one can do it alone, you can never staff for fires of this magnitude, but have a better chance in the fight, if giving/taking with neighbor agencies happens
- Automatic Vehicle Location (AVL) Response with New CAD
 - With the improved relations within the valley, AVL dispatching will be implemented
 - The closest apparatus will respond, rather than dispatching by station
 - This type of response is one where the communities win every time
 - There will be challenges, especially on the fringes of boundaries
 - Chief Petersen is asking that municipalities be patient
 - The plan is for a 6-month trial period
 - Unit hours will be tracked
 - The total unit hours that UFA provides to neighbors and receives from neighbors will be identifiable, this is more important than the number of incidents/events alone
 - These hours will help identify where there may be inequities in response
 - There are options available to help balance these inequities, the balance will take place on the administration side whenever possible
 - During this time, BC's throughout the valley will watch for challenges
 - These challenges will be addressed operationally between agencies

- If they continue to cause issues, Chief Petersen will work with the other Chief's toward solutions
 - Chief wants Board Members and their councils to realize that their communities will begin seeing apparatus from other agencies and areas and that their stations will be responding beyond their boundaries as well
 - The test will begin the end of this month
 - All agencies within the valley are onboard
- Captain Promotional Process
 - The 3-day Captain Boot Camp has completed, with 50 attendees taking part
 - A portion of the training included a UCLA professor discussing Compassionate Leadership
 - The professor has worked extensively with California Fire Agencies and has been well received here in the UFA
 - She will also return to take part with the Battalion Chief Boot Camp
 - A written exam and an assessment will be held in October
 - A promotional list will then be created and active for promotions for 2 years
- Ivory Homes Land-Swap Update – AC Burchett
 - Ivory Homes produced a master plan map for the proposed project surrounding the Training Facility
 - The purpose of the land swap was to provide a buffer to the residential areas from the facility
 - With the new master plan, the proposed land was still adjacent to homes and not as isolated as was communicated to UFA
 - UFA has decided to not pursue the swap and will close this project

9. Closed Session

None

10. Adjournment

Council Member Stewart moved to adjourn the September 15, 2020 meeting

Mayor Overson seconded the motion

Roll call vote taken

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

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey

Mayor Kelly Bush

Council Member Gary Bowen

Mayor Robert Dahle

Council Member Trish Hull

Mayor Robert Hale

Council Member Jared Henderson

Mayor Dan Knopp

Mayor Kristie Overson

Mayor Mike Peterson

Council Member Allan Perry
Associate Deputy Mayor Mike Reberg
Council Member Sheldon Stewart
Mayor Jeff Silvestrini

Mayor Harris Sondak
Council Member Richard Snelgrove
Mayor Tom Westmoreland

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

Brian Anderton
Rachel Anderson, UFSA
AC Burchett
Bill Brass
Maciej Bukczynski, Darkhorse
Lana Burningham
Bryan Case
Patrick Costin
OC Dern
Kevin DeKold
A. Escobar
Nile Easton
Shelli Fowlks
Daniel Haight, Darkhorse

Terry Haynes
Elin Headrick
AC Higgs
Eric Holmes
Rob Korzan
Erica Langenfass
Chad Littlewood
Brad Larson
Ryan Love
Scott McNeil
AC Pilgrim
Linda Price
Steve Quinn
Richard Rich

Zach Robinson
Tom Smolka
Jay Torgersen
Jordan Terry
KUTV
Kate Turnbaugh
Suzanna Van Skyhawk
Wade Watkins
Brett Wood, Herriman
Larson Wood
Arriann Woolf
Ginger Watts
Dan Yates

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Sep-20	9/10/2020	1	PAYROLL TRANS FOR 8/31/2020 PAY PERIOD	N/A	\$ 1,648,250.14
Sep-20	9/25/2020	3	PAYROLL TRANS FOR 9/15/2020 PAY PERIOD	N/A	1,393,065.19
Sep-20	9/17/2020	84081	ZIONS PUBLIC FINANCE INC.	Multiple	812,494.91
Sep-20	9/10/2020	84057	SELECTHEALTH	9302020	577,465.80
Sep-20	9/15/2020	4	URS ACH PAYMENT - 9/10/2020 PAYROLL	N/A	524,211.19
Sep-20	9/24/2020	6	URS ACH PAYMENT - 9/25/2020	N/A	491,662.78
Sep-20	9/11/2020	3	EFTPS - 9/10/2020 PAYROLL	N/A	360,050.42
Sep-20	9/24/2020	7	EFTPS - 09/25/2020	N/A	293,731.25
Sep-20	9/6/2020	9062020	WELLS FARGO BUSINESS CARD	Multiple	200,367.92
Sep-20	9/24/2020	8	STATE TAX WITHHOLDING ACH - 09/25/2020	N/A	183,210.42
Sep-20	9/9/2020	2	FUNDS TRANSFER FROM FIRE TO EM - SLCO CARES FUNDING 09/09/20	N/A	172,975.95
Sep-20	9/23/2020	92320	LES OLSON COMPANY	Multiple	103,185.12
Sep-20	9/10/2020	84055	PUBLIC EMPLOYEES HEALTH PROGRAM	AUGBILL2020	68,095.37
Sep-20	9/4/2020	84032	UTAH LOCAL GOVERNMENTS TRUST	Multiple	65,637.19
Sep-20	9/24/2020	84090	UTAH LOCAL GOVERNMENTS TRUST	Multiple	65,340.64
Sep-20	9/30/2020	84105	FIRETRUCKS UNLIMITED, LLC	11690	55,034.40
Sep-20	9/17/2020	84067	FUEL NETWORK	Multiple	43,645.84
Sep-20	9/17/2020	84065	ENVIRO SYSTEM RESEARCH INSTITUTE INC	93890214A	39,500.00
Sep-20	9/17/2020	84074	ROCKY MTN POWER	Multiple	30,301.81
Sep-20	9/16/2020	91622	LES OLSON COMPANY	Multiple	27,667.01
Sep-20	9/10/2020	84047	CUSTOM BENEFIT SOLUTIONS, INC.	9102020	21,987.29
Sep-20	9/24/2020	84091	CUSTOM BENEFIT SOLUTIONS, INC.	9252020	21,966.92
Sep-20	9/10/2020	84046	AFLAC GROUP INSURANCE	8312020	18,062.11
Sep-20	9/4/2020	84021	COMCAST	Multiple	15,306.68
Sep-20	9/17/2020	84061	COMCAST	Multiple	15,306.68
Sep-20	9/1/2020	1	FUNDS TRANSFER FROM FIRE TO EM - SLCO CARES FUNDING 09/01/20	N/A	14,763.95
Sep-20	9/10/2020	84060	SELECTHEALTH	09302020RET	13,053.30
Sep-20	9/30/2020	84103	CUSTOM BENEFIT SOLUTIONS	Multiple	12,456.10
Sep-20	9/23/2020	92321	MAYORS FINANCIAL ADMIN	MFA0000742	12,222.39
Sep-20	9/17/2020	84076	SHI INTERNATIONAL CORP.	B12223237	11,187.37
Sep-20	9/16/2020	91623	NAPA AUTO PARTS	Multiple	10,622.37
Sep-20	9/30/2020	84101	BENDERSKY, CORINNE	Multiple	10,405.92
Sep-20	9/17/2020	84064	ENTERPRISE RENT-A-CAR CO OF UT, LLC	Multiple	9,756.21
Sep-20	9/10/2020	84051	LOCAL 1696 - IAFF	9102020	8,969.61
Sep-20	9/24/2020	84093	LOCAL 1696 - IAFF	9252020	8,942.18
Sep-20	9/10/2020	2	PAYROLL TRANS FOR 8/31/2020 PAY PERIOD	N/A	7,699.54
Sep-20	9/16/2020	5	FUNDS TRANSFER FROM FIRE TO EM - CCTA GRANT DRAWDOWN 9/16/2	N/A	7,696.20
Sep-20	9/16/2020	91624	QUALITY TIRE COMPANY	Multiple	7,638.50
Sep-20	9/30/2020	84114	TELEFLEX LLC	9502988460	6,637.90
Sep-20	9/30/2020	84111	PROGREEN LAWN & LANDSCAPE, INC	Multiple	5,150.00
Sep-20	9/4/2020	84027	L.N. CURTIS AND SONS	INV407953	5,000.00
Sep-20	9/4/2020	84033	VISION GRAPHICS	609453-1	4,954.00
Sep-20	9/4/2020	84016	L.N. CURTIS AND SONS	Multiple	4,835.14
Sep-20	9/29/2020	9	TRANSFER FUNDS FOR PATIENT REFUNDS 09/29/20	N/A	4,799.68
Sep-20	9/4/2020	84014	ENTERPRISE RENT-A-CAR CO OF UT, LLC	Multiple	4,468.69
Sep-20	9/4/2020	84018	SCOTT HALE PLUMBING HEATING & AIR	491156	4,169.00
Sep-20	9/24/2020	84087	ROWLAND, GERALD KIM	44044	4,166.67
Sep-20	9/17/2020	84071	NORCO INC.	Multiple	3,911.00
Sep-20	9/17/2020	84082	ZOLL MEDICAL CORPORATION	Multiple	3,529.50

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

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

X:\Board Docs\FY20-21\2020-09 Disbursements\10

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Sep-20	9/10/2020	84048	FIDELITY SECURITY LIFE INSURANCE CO	164420100	3,179.08
Sep-20	9/4/2020	84023	ENTERPRISE RENT-A-CAR CO OF UT, LLC	Multiple	2,840.28
Sep-20	9/30/2020	84106	GABRIEL ROEDER SMITH & COMPANY	457286	2,500.00
Sep-20	9/30/2020	84112	PURCELL TIRE CO.	2804532	2,425.36
Sep-20	9/2/2020	90222	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	2,287.78
Sep-20	9/10/2020	84054	OFFICE OF RECOVERY SERVICES	9102020	2,258.66
Sep-20	9/24/2020	84096	OFFICE OF RECOVERY SERVICES	9252020	2,258.66
Sep-20	9/2/2020	90223	SERVICEMASTER OF SALT LAKE	133759A	2,250.00
Sep-20	9/16/2020	91625	SERVICEMASTER OF SALT LAKE	133868A	2,250.00
Sep-20	9/10/2020	84059	FIREFIGHTERS CREDIT UNION	09102020TV	2,156.84
Sep-20	9/24/2020	84100	FIREFIGHTERS CREDIT UNION	09252020TV	2,146.55
Sep-20	9/10/2020	84050	INFOARMOR	3379AUG20	1,979.75
Sep-20	9/30/2020	84115	UNIVERSITY OF UTAH	44083	1,900.00
Sep-20	9/24/2020	84086	KRONOS INCORPORATED	11652136	1,875.70
Sep-20	9/24/2020	84097	PUBLIC EMPLOYEES LT DISABILITY	9252020	1,854.37
Sep-20	9/17/2020	84068	KRONOS INCORPORATED	11652023	1,741.71
Sep-20	9/10/2020	84049	FIREFIGHTERS CREDIT UNION	09102020ST	1,712.75
Sep-20	9/24/2020	84092	FIREFIGHTERS CREDIT UNION	09252020SF	1,703.55
Sep-20	9/17/2020	84079	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,685.00
Sep-20	9/17/2020	84070	MOTOROLA SOLUTIONS, INC.	Multiple	1,120.00
Sep-20	9/4/2020	84029	PHOENIX REBELLION THERAPY LLC	8/11/20B	1,100.00
Sep-20	9/30/2020	84102	COMMERCIAL MECHANICAL SYSTEMS/SERVICE	SV102444	1,087.01
Sep-20	9/4/2020	84015	IMPROVISATIONS INC	5328	1,080.00
Sep-20	9/4/2020	84034	HENRY SCHEIN, INC.	Multiple	1,079.65
Sep-20	9/4/2020	84020	BOUND TREE MEDICAL, LLC.	83705340	937.86
Sep-20	9/10/2020	84040	JAN-PRO OF UTAH	Multiple	890.00
Sep-20	9/17/2020	84077	SNOWBIRD RESORT LLC	Multiple	876.79
Sep-20	9/17/2020	84072	PURCELL TIRE CO.	2803876	866.48
Sep-20	9/10/2020	84036	A TO Z LANDSCAPING, INC.	25472A	835.33
Sep-20	9/30/2020	84109	KRONOS INCORPORATED	Multiple	822.13
Sep-20	9/16/2020	91620	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	806.65
Sep-20	9/4/2020	84035	HONEYWELL ANALYTICS INC	5251866547	772.00
Sep-20	9/10/2020	84043	UTAH BROADBAND LLC	Multiple	597.00
Sep-20	9/17/2020	84073	PURCHASE POWER	POSTAGE 8/20	520.99
Sep-20	9/17/2020	84080	WORKFORCEQA, LLC	16732	498.00
Sep-20	9/10/2020	84038	DOMINION ENERGY	G-ADM 8/20	480.93
Sep-20	9/24/2020	84084	FRAME IT	40771	420.00
Sep-20	9/16/2020	91621	GOLD CUP SERVICES INC	Multiple	414.00
Sep-20	9/4/2020	84013	CONVERGEONE, INC.	2346823	400.00
Sep-20	9/17/2020	84069	LARRY H. MILLER FORD	Multiple	375.00
Sep-20	9/30/2020	84104	DOMINION ENERGY	Multiple	364.47
Sep-20	9/10/2020	84041	NEW DAY TRAUMA THERAPY LLC	Multiple	360.00
Sep-20	9/30/2020	84108	INTERSTATE BILLING SERVICE, INC.	3020193349	319.62
Sep-20	9/30/2020	84110	POWERED CONTROL SYSTEMS	20-5739	313.00
Sep-20	9/4/2020	84017	PHOENIX REBELLION THERAPY LLC	8/11/20A	300.00
Sep-20	9/10/2020	84037	DOMINION ENERGY	Multiple	292.21
Sep-20	9/24/2020	84083	DOMINION ENERGY	Multiple	274.62
Sep-20	9/30/2020	84113	STAPLES	Multiple	267.64
Sep-20	9/24/2020	84085	GARRETT, NEUSA A.	44095	250.00

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

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

X:\Board Docs\FY20-21\2020-09 Disbursements\10

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

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Sep-20	9/4/2020	84022	DOMINION ENERGY	Multiple	247.59
Sep-20	9/10/2020	84039	HONEY BUCKET	551703197	210.00
Sep-20	9/17/2020	84062	COPPERTON IMPROVEMENT DISTRICT	W-#115 8/20	202.50
Sep-20	9/4/2020	84031	UTAH BROADBAND LLC	971322	199.00
Sep-20	9/24/2020	84089	UTAH BROADBAND LLC	981883	199.00
Sep-20	9/10/2020	84053	ND CHILD SUPPORT DIVISION	9102020	179.00
Sep-20	9/24/2020	84095	ND CHILD SUPPORT DIVISION	9252020	179.00
Sep-20	9/10/2020	84056	SALT LAKE VALLEY LAW ENFORCE ASSOC	9102020	171.00
Sep-20	9/24/2020	84098	SALT LAKE VALLEY LAW ENFORCE ASSOC	9252020	171.00
Sep-20	9/4/2020	84028	LOVE COMMUNICATIONS, LLC	54699	150.00
Sep-20	9/4/2020	84019	A TO Z LANDSCAPING, INC.	25387A	116.97
Sep-20	9/17/2020	84075	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 8/20	103.52
Sep-20	9/30/2020	84107	IMPROVISATIONS INC	5371	90.00
Sep-20	9/9/2020	90920	WEIDNER FIRE	57646	84.91
Sep-20	9/17/2020	84078	UTAH VALLEY UNIVERSITY	A26874	80.00
Sep-20	9/17/2020	84063	DOMINION ENERGY	G-#101 8/20	49.41
Sep-20	9/24/2020	84088	SATCOM GLOBAL INC.	AI09200008	47.64
Sep-20	9/4/2020	84026	KRONOS INCORPORATED	11646816	45.00
Sep-20	9/4/2020	84024	FEDEX	7-099-11277	43.23
Sep-20	9/10/2020	84058	UTAH STATE TAX COMMISSION	09102020SC	40.00
Sep-20	9/24/2020	84099	UTAH STATE TAX COMMISSION	09252020SC	40.00
Sep-20	9/10/2020	84042	ROCKY MOUNTAIN WATER COMPANY	153529	31.50
Sep-20	9/4/2020	84030	PURCELL TIRE CO.	2803358	28.50
Sep-20	9/10/2020	84052	MOUNTAIN AMERICA CREDIT UNION	9102020	27.00
Sep-20	9/24/2020	84094	MOUNTAIN AMERICA CREDIT UNION	9252020	27.00
Sep-20	9/17/2020	84066	FEDEX	7-105-74574	24.64
Sep-20	9/4/2020	84025	JOHNSON ROBERTS & ASSOCIATES INC	143515	17.50
Sep-20	9/10/2020	84044	UTAH VALLEY UNIVERSITY	A26907	5.00
					\$ 7,498,095.58

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

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

X:\Board Docs\FY20-21\2020-09 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING
SEPTEMBER 2020

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
Sep-20	9/30/2020	2	EOC TRANSFER - 9/10/2020 PAYROLL	N/A	\$ 148,501.54
Sep-20	9/30/2020	3	EOC TRANSFER - 9/25/2020 PAYROLL	N/A	97,377.07
Sep-20	9/30/2020	1	FUNDS TRANSFER FROM EM TO FIRE - AUGUST PCARDS	N/A	10,115.64
Sep-20	9/17/2020	7513	ENVIRO SYSTEM RESEARCH INSTITUTE INC	93890214B	10,000.00
Sep-20	9/2/2020	90221	SERVICEMASTER OF SALT LAKE	Multiple	6,324.85
Sep-20	9/17/2020	7515	ROCKY MTN POWER	E-EOC 8/20	5,743.02
Sep-20	9/4/2020	7505	CITY OF WEST JORDAN	44075	4,928.88
Sep-20	9/24/2020	7518	UTAH LOCAL GOVERNMENTS TRUST	1585995C	4,728.63
Sep-20	9/4/2020	7509	UTAH LOCAL GOVERNMENTS TRUST	1585377C	4,432.08
Sep-20	9/4/2020	7504	CITY OF SOUTH JORDAN	Multiple	2,767.32
Sep-20	9/17/2020	7514	FUEL NETWORK	Multiple	2,569.30
Sep-20	9/4/2020	7506	COMPUNET, INC	147540	1,600.00
Sep-20	9/2/2020	90225	SERVICEMASTER OF SALT LAKE	133759B	1,500.00
Sep-20	9/16/2020	91628	SERVICEMASTER OF SALT LAKE	133868B	1,500.00
Sep-20	9/2/2020	90220	LES OLSON COMPANY	EA933048	1,294.00
Sep-20	9/24/2020	7517	SYRINGA NETWORKS LLC	20SEP0211	1,175.00
Sep-20	9/28/2020	7519	COMPUNET, INC	154373	1,097.25
Sep-20	9/10/2020	7510	A TO Z LANDSCAPING, INC.	25472B	556.89
Sep-20	9/16/2020	91626	GOLD CUP SERVICES INC	Multiple	539.69
Sep-20	9/2/2020	90224	LES OLSON COMPANY	MIT203321	374.22
Sep-20	9/10/2020	7511	DOMINION ENERGY	G-EOC 8/20	320.62
Sep-20	9/10/2020	7512	PUBLIC EMPLOYEES HEALTH PROGRAM	08312020EOC	289.42
Sep-20	9/9/2020	90921	MAYORS FINANCIAL ADMIN	FAC0000620	279.99
Sep-20	9/23/2020	92322	WAXIE SANITARY SUPPLY	79455728	92.00
Sep-20	9/4/2020	7507	IDENTISYS INC.	487209	79.98
Sep-20	9/4/2020	7508	A TO Z LANDSCAPING, INC.	25387B	77.98
Sep-20	9/2/2020	90226	WAXIE SANITARY SUPPLY	79403334	65.52
Sep-20	9/17/2020	7516	WASATCH FRONT WASTE RECYCLE DIST	7487C	50.00
Sep-20	9/16/2020	91627	LES OLSON COMPANY	MIT203186B	25.00
					\$ 308,405.89

UNIFIED FIRE AUTHORITY
Resolution No. **10-2020A of 2020**
(Approving Board Policies)

A RESOLUTION ADOPTING BOARD POLICIES FOR
UNIFIED FIRE AUTHORITY

A. Unified Fire Authority (UFA) is an interlocal entity that provides fire protection and emergency medical response for its member entities.

B. Pursuant to the Revised Interlocal Agreement establishing UFA, the governing entity for the UFA is its Board of Directors comprised of representatives from its member entities.

C. The Board wishes to adopt Board Policies to establish the governing principles of the UFA, provide policy guidance to its Fire Chief, as chief executive officer, to ensure the proper administration of UFA, and to maintain standards of accountability for the Fire Chief's implementation of the Board's governing objectives.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Unified Fire Authority:

1. The Board hereby approves and adopts as Board Policies the policies attached to this Resolution as Exhibit "A"

2. This Resolution will take effect on _____, 2020.

Passed by the Board of the Unified Fire Authority, this 20th day of October 2020.

UNIFIED FIRE AUTHORITY

By: _____
Chair

APPROVED AS TO FORM:

ATTEST:

Chief Legal Counsel

Clerk

EXHIBIT “A”



UNIFIED FIRE AUTHORITY

MEMORANDUM

TO: UFA Board of Directors
FROM: Assistant Chief Burchett
DATE: October 20, 2020

SUBJECT: Light the Night Donation

Request:

Officially approve the acceptance of donated goods listed below from Home Depot.

Consider acceptance of an ongoing annual donation from Home Depot in support of this event, acknowledging that acceptance is based on ensuring the donation follows the UFA Gift Policy, VI, C4, S6.

Background:

At the September 15, 2020 UFA Board meeting, a proposal was presented to preliminarily accept a donation from Home Depot to help support UFA's participation in the 'Light the Night' event. Fire departments around the Nation light their facilities in red to honor fallen Firefighters during the National Fallen Firefighters Memorial Week. This event occurred September 27th- October 4th.

The offer from Home Depot came at a time when staff could not get the request on the UFA Board agenda prior to posting. The Board agreed to officially accept the donation at the October 20, 2020 meeting.

The donated goods included portable outdoor flood lights, LED lights, and extension cords. The approximate value of donated goods is \$2,600.

UNIFIED FIRE AUTHORITY
Resolution No. **10-2020B of 2020**
(Approving Ongoing “Light the Night” Donations)

A RESOLUTION AUTHORIZING UNIFIED FIRE AUTHORITY TO ACCEPT
DONATIONS FOR ANNUAL “LIGHT THE NIGHT” CEREMONY

A. Unified Fire Authority (UFA) is an interlocal entity that provides fire protection and emergency medical response for its member entities.

B. Each year, a national commemorative ceremony established by the National Fallen Firefighter Foundation takes place in late September, early October to commemorate those firefighters who have died in the line of duty during the previous year.

C. UFA participates in this event by engaging in various commemorative events such as flag ceremonies and the illumination of its stations with special lighting. Members of the community, including businesses, have typically offered to donate supplies, such as lighting and electrical equipment, to facilitate these commemorative events.

D. UFA policy requires approval by the Board of Directors for any donation exceeding \$1,000 in value. In 2020, a donation was received in the approximate value of \$2,600 dollars. The Board tentatively indicated that it approved of acceptance of such donation in a prior Board meeting, but wishes to formally accept this donation and direct that UFA is authorized to accept donations for this particular event in the future without further Board action, up to a proscribed limit.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the
Unified Fire Authority:

1. The Board hereby approves, per policy, the acceptance of the donation for the 2020 Light the Night Celebration made by Home Depot in the form of lights and other electrical equipment with an approximate value of \$2,600. The Board of Directors expresses its gratitude to Home Depot for the donation and its continued support in commemorating fallen firefighters.

2. The Board hereby provides a continuing approval for the acceptance of materials or other support for the Light the Night ceremony in future years, without the need for further, specific approval from the Board of Directors, up to the amount of \$3,000 per year in cumulative donations. Donations in excess of this amount will be subject to UFA policy for Board approval if required by policy.

3. In the event a Board Policy is adopted that is in conflict with this Resolution such that the Fire Chief is allowed to accept donations in a larger amount than provided herein without prior approval by the Board, such policy will govern and supersede this Resolution.

4. This Resolution shall take effect on October 20, 2020.

Passed by the Board of the Unified Fire Authority, this 20th day of October 2020.

UNIFIED FIRE AUTHORITY

By: _____
Chair

APPROVED AS TO FORM:

ATTEST:

Chief Legal Counsel

Clerk

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

FIRE REVENUES	Total	Budget	Unearned	% of Budget
Alta	\$ 38,894	\$ 77,787	\$ 38,894	50.0
Cottonwood Heights	975,095	3,900,378	2,925,284	25.0
Unified Fire Service Area	12,533,509	50,134,036	37,600,527	25.0
Holladay	644,116	2,576,464	1,932,348	25.0
MIDA contract	-	50,000	50,000	0.0
MEMBER FEES & SERVICE CONTRACTS	<u>14,191,613</u>	<u>56,738,665</u>	<u>42,547,052</u>	25.0
Ambulance service fees	699,403	8,025,000	7,325,597	8.7
Collections revenues	<u>38,465</u>	<u>-</u>	<u>(38,465)</u>	0.0
AMBULANCE OPERATIONS	<u>737,868</u>	<u>8,025,000</u>	<u>7,287,132</u>	9.2
SL County canyon recreation area fees	1,408,416	2,996,273	1,587,857	47.0
Fire and medical report fees	1,107	4,500	3,394	24.6
Hazmat & tank permit fees	48,070	175,000	126,930	27.5
Firewatch	-	10,500	10,500	0.0
Fireworks permit fees	-	6,000	6,000	0.0
Wildland reimbursements	45,518	-	(45,518)	0.0
Paramedic & PA school fees	7,900	13,500	5,600	58.5
CPR class fees	1,697	8,100	6,403	21.0
EMT school fees	-	75,300	75,300	0.0
Event billings - Information Outreach	15,450	20,000	4,550	77.3
Event billings - Special Enforcement	<u>-</u>	<u>15,000</u>	<u>15,000</u>	0.0
OTHER FEES	<u>1,528,157</u>	<u>3,324,173</u>	<u>1,796,016</u>	46.0
UFSA management fees	-	339,654	339,654	0.0
Miscellaneous intergovernmental	299	103,800	103,502	0.3
Municipal EM planner reimbursement	108,213	196,749	88,537	55.0
Federal assistance	<u>259,872</u>	<u>-</u>	<u>(259,872)</u>	0.0
INTERGOVERNMENTAL REVENUES	<u>368,383</u>	<u>640,203</u>	<u>271,821</u>	57.5
Federal grants	10,688	134,200	123,513	8.0
EMS per capita grant	-	-	-	0.0
Donations	<u>5</u>	<u>-</u>	<u>(5)</u>	0.0
GRANTS AND DONATIONS	<u>10,693</u>	<u>134,200</u>	<u>123,508</u>	8.0
Interest income	25,549	250,000	224,451	10.2
Rental income	23,724	94,896	71,172	25.0
USAR reimbursements	6,066	688,635	682,569	0.9
USAR reimbursements - deployments	-	-	-	0.0
Insurance reimbursements	2,420	24,000	21,580	10.1
Miscellaneous revenues	5,183	1,500	(3,683)	345.5
Warranty reimbursements	<u>690</u>	<u>-</u>	<u>(690)</u>	0.0
MISCELLANEOUS INCOME	<u>63,632</u>	<u>1,059,031</u>	<u>995,399</u>	6.0
Transfer from Emergency Services fund	-	165,000	165,000	0.0
Appropriation of fund balance	<u>-</u>	<u>3,676,692</u>	<u>3,676,692</u>	0.0
OTHER FINANCING SOURCES	<u>-</u>	<u>3,841,692</u>	<u>3,841,692</u>	0.0
TOTAL FIRE REVENUES	<u>\$16,900,345</u>	<u>\$73,762,964</u>	<u>\$56,862,619</u>	22.9

Note: Balances include payroll through 9/25/2020 and pcards through 8/31/2020.

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

FIRE EXPENDITURES	Total	Budget	Unexpended	% of Budget
Salaries & wages	7,517,774	38,141,014	30,623,240	19.7
Overtime	993,612	3,806,092	2,812,480	26.1
Benefits	3,621,158	17,336,384	13,715,226	20.9
SALARIES & BENEFITS	\$ 12,132,544	\$ 59,283,490	\$ 47,150,946	20.5
Art & photo services	10	3,300	3,290	0.3
Awards & banquet	(2,766)	25,000	27,766	-11.1
Bank fees	2,595	18,000	15,405	14.4
Community outreach	-	3,500	3,500	0.0
Honor guard & pipe band	-	9,000	9,000	0.0
Identification supplies	437	18,000	17,563	2.4
Office supplies	2,839	42,550	39,711	6.7
Postage	814	11,200	10,386	7.3
Printing charges	3,909	19,250	15,341	20.3
Subscriptions & memberships	10,231	39,360	29,129	26.0
GENERAL & ADMINISTRATIVE	\$ 18,069	\$ 189,160	\$ 171,091	9.6
Bedding & linen	9,654	15,000	5,346	64.4
Books, publications & subscriptions	6,249	61,614	55,365	10.1
Clothing provisions	4,650	353,394	348,744	1.3
Dining & kitchen supplies	1,657	4,500	2,843	36.8
Emergency activations & non-USAR deployments	2,612	-	(2,612)	0.0
Food provisions	14,667	52,200	37,533	28.1
Gasoline, diesel, oil & grease	73,301	500,000	426,699	14.7
Janitorial supplies and service	48,169	86,000	37,831	56.0
Medical supplies	33,227	526,100	492,873	6.3
Physical exams	498	160,070	159,572	0.3
Training supplies	250	22,000	21,750	1.1
Canine expenses	38	5,000	4,962	0.8
Expenses to be reimbursed by related organization(s)	12,666	38,200	25,534	33.2
OPERATING COSTS	\$ 207,638	\$ 1,824,078	\$ 1,616,440	11.4
Liability insurance & claims	512,219	569,050	56,831	90.0
Ambulance - State Medicaid assessment	-	400,000	400,000	0.0
Dispatch service contract	408,716	830,000	421,284	49.2
CONTRACTUAL COSTS	\$ 920,935	\$ 1,799,050	\$ 878,115	51.2
Auditor	-	8,990	8,990	0.0
Contract hauling	-	1,000	1,000	0.0
Intergovernmental expenditures	-	4,200	4,200	0.0
Professional fees	669,409	1,134,625	465,216	59.0
Ambulance service fees	(23,477)	361,125	384,602	-6.5
PROFESSIONAL SERVICES	\$ 645,932	\$ 1,509,940	\$ 864,008	42.8
GRANT PURCHASES	\$ 1,340	\$ 40,000	\$ 38,660	3.4
Miscellaneous rental	31,292	45,800	14,508	68.3
Rent of buildings	36,667	147,000	110,333	24.9
RENT	\$ 67,959	\$ 192,800	\$ 124,841	35.2

Note: Balances include payroll through 9/25/2020 and pcards through 8/31/2020.

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

FIRE EXPENDITURES (Continued)	Total	Budget	Unexpended	% of Budget
Maintenance of machinery & equipment	19,696	171,950	152,254	11.5
Maintenance of buildings & grounds	26,467	287,000	260,533	9.2
Maintenance of office equipment	22,763	1,000	(21,763)	2276.3
Software maintenance	73,306	498,396	425,090	14.7
Vehicle maintenance	142,711	775,000	632,289	18.4
Vehicle repairs - accident related	(16,852)	50,000	66,852	-33.7
REPAIR & MAINTENANCE	<u>\$ 268,091</u>	<u>\$ 1,783,346</u>	<u>\$ 1,515,255</u>	<u>15.0</u>
Communications equipment	9,514	84,500	74,986	11.3
Computer equipment	110,109	124,000	13,891	88.8
Computer software	119,276	155,331	36,055	76.8
Small equipment noncapital	94,051	484,050	389,999	19.4
Small equipment - photography	-	525	525	0.0
Training props	-	36,500	36,500	0.0
Visual & audio aids	-	2,500	2,500	0.0
SOFTWARE & EQUIPMENT	<u>\$ 332,950</u>	<u>\$ 887,406</u>	<u>\$ 554,456</u>	<u>37.5</u>
Education, training & certifications	23,442	230,220	206,778	10.2
Travel & transportation	4,651	103,600	98,949	4.5
Mileage reimbursement	19	2,000	1,981	1.0
TRAINING & TRAVEL	<u>\$ 28,112</u>	<u>\$ 335,820</u>	<u>\$ 307,708</u>	<u>8.4</u>
Computer lines	46,286	201,750	155,464	22.9
Heat & fuel	3,554	125,000	121,446	2.8
Light & power	56,799	290,000	233,201	19.6
Sanitation	4,482	32,000	27,518	14.0
Telephone	7,809	77,500	69,691	10.1
Telephone - cellular	19,098	200,300	181,202	9.5
Water & sewer	14,773	85,200	70,427	17.3
UTILITIES	<u>\$ 152,801</u>	<u>\$ 1,011,750</u>	<u>\$ 858,949</u>	<u>15.1</u>
Capital outlay	5,622	95,240	89,618	5.9
Principal payment on capital lease	704,962	3,259,526	2,554,564	21.6
Principal payment on related party note payable	9,738	119,016	109,278	8.2
Interest expense	113,467	280,825	167,358	40.4
CAPITAL OUTLAY & LONG-TERM DEBT	<u>\$ 833,789</u>	<u>\$ 3,754,607</u>	<u>\$ 2,920,818</u>	<u>22.2</u>
TRANSFER TO FIRE VEHICLE REPLACEMENT FUND	-	894,244	894,244	0.0
TRANSFER TO WILDLAND	-	257,273	257,273	0.0
CONTRIBUTION TO FUND BALANCE	-	-	-	0.0
FUND TRANSFERS & CONTRIBUTIONS	<u>\$ -</u>	<u>\$ 1,151,517</u>	<u>\$ 1,151,517</u>	<u>0.0</u>
TOTAL FIRE EXPENDITURES	<u>\$15,610,160</u>	<u>\$73,762,964</u>	<u>\$58,152,804</u>	<u>21.2</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 1,290,185</u>	<u>\$ -</u>		

Note: Balances include payroll through 9/25/2020 and pcards through 8/31/2020.

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

WILDLAND REVENUES	Total	Budget	Unearned	% of Budget
Wildland reimbursements - Hand crew	377,216	900,000	522,784	41.9
Wildland reimbursements - Engine 302	134,517	250,000	115,483	53.8
Wildland reimbursements - Engine 301	85,726	250,000	164,274	34.3
Wildland reimbursements - Single resource	166,963	400,000	233,037	41.7
Wildland reimbursements - Fuels crew	64,526	-	(64,526)	0.0
Wildland reimbursements - Camp Williams	26,100	32,000	5,900	81.6
Camp Williams contract	142,754	618,165	475,411	23.1
State grants	10,023	150,000	139,977	6.7
Transfer from General Fund	-	257,273	257,273	0.0
Appropriation of net assets	-	-	-	0.0
TOTAL WILDLAND REVENUES	\$ 1,007,924	\$ 2,857,438	\$ 1,849,514	35.3
WILDLAND EXPENSES	Total	Budget	Unexpended	% of Budget
Salaries & benefits	1,271,974	2,255,362	983,388	56.4
Awards	-	4,500	4,500	0.0
Books, publications & subscriptions	-	1,050	1,050	0.0
Clothing provisions	4,089	29,000	24,911	14.1
Communication equipment	-	30,500	30,500	0.0
Capital lease payments	-	135,656	135,656	0.0
Computer equipment	2,928	5,000	2,072	58.6
Computer lines	1,566	600	(966)	261.0
Computer software	32	6,000	5,968	0.5
Education, training & certifications	132	2,000	1,868	6.6
Food provisions	492	2,000	1,508	24.6
Gasoline, diesel, oil & grease	12,124	40,000	27,876	30.3
Heat & fuel	36	750	714	4.8
Interest expense	-	5,536	5,536	0.0
Janitorial supplies and service	-	500	500	0.0
Light & power	437	2,500	2,063	17.5
Maintenance of machinery & equipment	-	3,000	3,000	0.0
Maintenance of buildings	263	3,000	2,737	8.8
Medical supplies	1,470	1,500	30	98.0
Miscellaneous rental	2,431	2,845	414	85.4
Office supplies	169	1,250	1,081	13.5
Professional fees	265	2,500	2,235	10.6
Postage	-	50	50	0.0
Physical exams	-	16,825	16,825	0.0
Sanitation	-	1,000	1,000	0.0
Small equipment	9,238	63,700	54,462	14.5
Subscriptions & memberships	36	3,520	3,484	1.0
Telephone services	406	9,400	8,994	4.3
Travel & transportation	92,204	136,000	43,796	67.8
Vehicle maintenance	8,122	61,000	52,878	13.3
Water & sewer	94	850	756	11.1
Contribution to Fund Balance	-	30,044	30,044	0.0
TOTAL WILDLAND EXPENSES	\$ 1,409,859	\$ 2,857,438	\$ 1,447,579	49.3
REVENUES OVER/(UNDER) EXPENDITURES	\$ (401,935)	\$ -		

Note: Balances include payroll through 9/25/2020 and pcards through 8/31/2020.

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

EOC REVENUES	<u>Actual</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
SL County emergency fees	\$ 850,602	\$ 2,083,566	\$ 1,232,965	40.8
Federal grants	(59,129)	100,000	159,129	-59.1
Federal grants - CCTA	20	235,316	235,296	0.0
Contribution from SL County	440,997	-	(440,997)	0.0
Appropriated fund balance	-	221,699	221,699	0.0
Interest income	1,505	20,000	18,495	7.5
Miscellaneous revenue	1,325	-	(1,325)	0.0
TOTAL EOC REVENUES	<u>\$ 1,235,320</u>	<u>\$ 2,660,581</u>	<u>\$ 1,425,261</u>	46.4

EOC EXPENDITURES	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	\$ 683,497	\$ 1,361,237	\$ 677,740	50.2
Capital outlay	8,926	-	(8,926)	0.0
Clothing provisions	157	6,000	5,843	2.6
Communication equipment	300	5,000	4,700	6.0
Community outreach	-	8,000	8,000	0.0
Computer equipment	7,410	22,000	14,590	33.7
Computer software	126,698	204,600	77,902	61.9
Education, training & certifications	2,573	2,000	(573)	128.7
Emergency activations	44,770	-	(44,770)	0.0
Maintenance of building & grounds	11,830	54,000	42,170	21.9
Maintenance of machinery & equipment	9,697	31,000	21,303	31.3
Maintenance of office equipment	-	7,010	7,010	0.0
Food provisions	1,275	10,000	8,725	12.8
Gasoline, diesel, gas & grease	3,824	22,000	18,176	17.4
Grant purchases	-	235,316	235,316	0.0
Identification supplies	-	2,500	2,500	0.0
Janitorial supplies and service	22,384	24,000	1,616	93.3
Miscellaneous rental	-	19,500	19,500	0.0
Office supplies	625	10,000	9,375	6.3
Professional fees	14,163	225,000	210,837	6.3
Printing charges	-	4,000	4,000	0.0
Small equipment	9,870	47,518	37,648	20.8
Software maintenance	4,320	28,900	24,580	14.9
Subscriptions & memberships	973	7,000	6,027	13.9
Telephone service	427	11,000	10,573	3.9
Telephone - cellular	24,690	34,000	9,310	72.6
Travel & transportation	-	20,000	20,000	0.0
Utilities	27,196	86,000	58,804	31.6
Vehicle maintenance	2,420	8,000	5,580	30.3
Transfer to General fund	-	165,000	165,000	0.0
TOTAL EOC EXPENDITURES	<u>\$ 1,008,025</u>	<u>\$ 2,660,581</u>	<u>\$ 1,652,556</u>	37.9

REVENUES OVER/(UNDER) EXPENDITURES **\$ 227,295** **\$ -**

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

FIRE CAPITAL REPLACEMENT

	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
REVENUES				
Transfer from General fund	\$ -	\$ 894,244	\$ 894,244	0.0
Interest income	-	50,000	50,000	0.0
Sale of capital assets	-	100,000	100,000	0.0
Sale of materials	-	-	-	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ -	\$ 1,044,244	\$ 1,044,244	0.0
EXPENDITURES				
Capital outlay - light fleet (cash)	\$ -	\$ -	\$ -	0.0
Capital outlay - heavy apparatus (cash)	-	-	-	0.0
Capital outlay - communications equipment (cash)	-	-	-	0.0
Capital outlay - computer equipment (cash)	-	-	-	0.0
Capital outlay - medical equipment (cash)	-	-	-	0.0
Capital outlay - station equipment (cash)	74,430	149,650	75,220	49.7
Capital outlay - building & improvements (cash)	-	-	-	0.0
Noncapital equipment (cash)	-	230,300	230,300	0.0
Contribution to fund balance	-	664,294	664,294	0.0
TOTAL FIRE VEHICLE REPLACEMENT	\$ 74,430	\$ 1,044,244	\$ 969,814	7.1
REVENUES OVER/(UNDER) EXPENDITURES	\$ (74,430)	-		

EOC CAPITAL REPLACEMENT

	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
REVENUES				
Transfer from EOC fund	\$ -	\$ -	\$ -	0.0
Appropriation of/(Contribution to) fund balance	-	-	-	0.0
TOTAL EOC VEHICLE REPLACEMENT	\$ -	\$ -	\$ -	0.0
EXPENDITURES				
Capital outlay	\$ 103,385	\$ -	\$ (103,385)	0.0
TOTAL EOC VEHICLE REPLACEMENT	\$ 103,385	\$ -	(103,385)	0.0
REVENUES OVER/(UNDER) EXPENDITURES	\$ (103,385)	\$ -	\$ 103,385	



UNIFIED FIRE AUTHORITY

MEMORANDUM

TO: UFA Board Members

FROM: CFO Tony Hill, CLO Brian Roberts

DATE: October 20, 2020

SUBJECT: Board Agenda Item: Consideration of COVID-19 Expenditures for Substantially Dedicated UFA Employees

On September 2, the United States Treasury Office provided updated guidance on the use of CARES funding. The guidance now allows CARES funding to cover the full amount of payroll and benefit expenses of employees “substantially dedicated” to mitigating or responding to the COVID-19 public health emergency. Firefighters and emergency medical responders are presumed to be included within the scope of such eligible employees.

After reviewing the guidance and discussing the issue with members of the County District Attorney’s office, UFA believes that payroll costs pertaining to employees that work in the stations, i.e. those who respond to patients, meet this new guidance and are eligible for CARES funding.

With the second tranche of CARES funding being allocated to local governments by Salt Lake County, we want to discuss your entity’s interest in using CARES funding to offset a portion of its member fee. This approach would not distribute any additional funds to the UFA, however, you would be able to allocate some of the CARES funding you received to your member fee. For UFSA members, you could contribute to the UFSA to offset their member fee if there is a desire to do so.

We understand and agree that we need to be careful how we interpret “substantially dedicated” and that a consistent approach across UFA is important. We don’t believe UFA should attribute 100% of UFA member fee costs for potential CARES funding. The UFA’s member fee breaks out the cost to staff the engines and trucks. These employees are responding to calls and are pretty clearly “substantially dedicated” to mitigating the public health emergency. The table below breaks down the member fee and shows the impact by UFA member.

<u>Substantially Dedicated UFA Employees</u>				
<u>Member Fee Costs</u>	<u>FY20/21 Member Fee</u>	<u>% of Member Fee - Substantially Dedicated</u>		
Engine/Trucks Staffing	37,250,895	65.71%		
Regional Costs	<u>19,437,770</u>	<u>34.29%</u>		
Total Member Fee	56,688,665	100%		
<u>UFA Member</u>	<u>FY 19/20 Member Fee (Mar 1 - Jun 30 2020)</u>	<u>FY 20/21 Member Fee (July 1 - Dec 31 2020)</u>	<u>Total Member Fee (Mar 1 - Dec 31 2020)</u>	<u>CARES Eligible Member Fee</u>
UFSA	16,280,649	25,067,018	41,347,667	27,170,116
Cottonwood Heights	1,271,668	1,950,189	3,221,857	2,117,126
Holladay	861,439	1,288,232	2,149,671	1,412,578
Alta	<u>50,837</u>	<u>77,787</u>	<u>128,624</u>	<u>84,521</u>
Total	18,464,594	28,383,226	46,847,820	30,784,341

Using this methodology, 65.71% of the member fee can be attributed to the payroll costs of the employees working directly in our stations and meet the requirements for CARES funding. We are not suggesting that UFA members use \$30.7 million of CARES funding for UFA services. We are providing this calculation to facilitate, as an option, UFA members offsetting previously paid member fees with CARES funds and believe that up to \$30.7 million of member fees can reasonable be attributed to “substantially dedicated” employees under the new guidance. Each entity will need to decide its interest level in using CARES for this purpose, but we hope the Board can reach a consensus recommendation to member entities on the potential use of such funding..

As a reminder, this conversation is not about providing additional member fee to UFA. It is UFA providing a framework for its members, including UFSA, to attribute CARES funding to each entity’s member fee costs that qualify under the updated guidance.