



UNIFIED FIRE AUTHORITY FINANCE COMMITTEE AGENDA

DECEMBER 1, 2025, 1:30 pm

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE 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:

<https://us06web.zoom.us/j/91681046879?pwd=MEtoVmtwRG95ZFYrV0J3TUZtZUNBdz09>

Meeting ID: 916 8104 6879

Password: 8675309

1. Call to Order - Chair Henderson
2. Public Comments
Please limit comments to three minutes each and be germane to the agenda items or UFA business. 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. November 30, 2025. Emailed comments submitted prior to 7:00 a.m. November 30, 2025, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Finance Committee, but not read into the meeting record or addressed during the meeting.
3. Review/Approval of the Fiscal Year 24/25 Financial Report and Audit-CFO Hill
4. Review Proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2026– CFO Hill
5. Possible Closed Session

The UFA Finance Committee 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-Opening the Meeting

6. Adjournment – Chair Henderson

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.

In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting will also be held electronically to allow members of the UFA Finance Committee 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 27th Day of November, 2025 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.

Micayla Dinkel, UFA Board Clerk

Exhibit A for Calendar Year 2026

Position	Jan-25		Jan-26		Responsibilities
	<u>% of Time Worked</u>	<u>Salary & Benefits</u>	<u>% of Time Worked</u>	<u>Salary & Benefits</u>	
Logistics Facilities Manager	80%	\$127,274	80%	\$131,142	Specifications/RFP/Bids/Management/ for capital improvement projects; compiling operational and maintenance documents; works through any warranty items on newer projects. Seismic evaluations and retrofit assessments. Station architectural design, rendering, and construction.
Logistics Facilities Specialist	5%	\$5,092	5%	\$5,418	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Facilities Specialist	2%	\$1,605	2%	\$1,614	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Purchasing Coordinator	2%	\$2,154	2%	\$2,237	Assists with the processing of MR's and invoices for capital projects.
Logistics Data Coordinator	1%	\$980	1%	\$1,037	Researches information for Logistics as requested.
Logistics Division Chief	20%	\$36,558	20%	\$37,418	Develops, manages, and administers capital improvements budgets; Provides overall direction and management to UFSA facility management. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for station construction.
Support Services Assistant Chief	10%	\$26,326	10%	\$25,764	Researches property descriptions/locations for fire station rebuilds and new construction. Captures and records the details of properties for fire station constructions. Leads and guides discussions for future fire station design and construction. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contracts	30%	\$42,821	25%	\$37,722	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Senior Accountant	11.5%	\$16,152	11%	\$16,299	Cash receipting, online payment reporting, impact fee reporting, external audit, capital assets, state transparency
Finance AP/AR Manager	1.5%	\$2,269	2%	\$3,030	AP/AR oversight, cash receipting review/close
Finance Sr. Accounting Specialist	12%	\$11,591	7%	\$7,189	UFSA Desktop Deposits, AR, AP entry & review
Finance Assistant Finance Director	7.5%	\$16,143	7%	\$15,568	External audit, financial statements, accounting oversight, online payment admin, bank reconciliations
CFO	15%	\$42,878	15%	\$44,308	Financial Management, Treasurer
UFSA Clerk	10%	\$12,433	10%	\$12,342	Time needed to fully meet the responsibilities of the Clerk
Records Manager	1%	\$841	1%	\$918	Managing UFSA record requests. Retention schedule and archives
ECC Receptionist	3%	\$2,020	3%	\$2,157	Impact fee collection/receipts, phone calls
Director of Communications	1%	\$2,151	1%	\$2,236	Community Outreach
Community Outreach Specialist	1%	\$1,159	1%	\$1,236	Community Outreach/Construction Projects/Website Maintenance
Overhead Charge	15%	\$350,447	15%	\$347,638	Office Space, IT, supplies, etc.
TOTAL		\$403,014		\$399,784	
	Logs	199,712	Logs	205,697	
	Fin	151,632	Fin	142,736	
	Admin	47,863	Admin	47,359	
	IO	3,807	IO	3,993	
		403,014		399,784	