



UNIFIED FIRE AUTHORITY BOARD AGENDA

February 19, 2019 7:30 a.m.

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

1. Call to Order – Chair Dahle
2. Public Comment
Please limit comments to three minutes each
3. Minutes Approval – Chair Dahle
 - a. January 15, 2019
4. Committee Updates
 - a. Benefits & Compensation Committee (meeting 2/5/19) – Chair Dahle
 - b. Governance Committee (no meeting) – Chair Silvestrini
 - i. Interlocal Agreement Update – CLO Roberts
 - c. Finance Committee (4/15/19) – Chair Stewart
5. Consent Agenda
 - a. Review of January Disbursements – CFO Hill
6. Smoke Alarm Proposal – Chief Petersen/CLO Roberts
 - a. Consider approving the Residential Smoke Alarm Installation Program
7. Employment Status Policy Update – CLO Roberts
8. Fire Chief Report
 - a. Orientation of Potential Elected Officials from Brighton
 - b. Recruit School Update
 - c. Progress on Time Card Approval Systems – CFO Hill/AC Higgs
 - d. Information Technology Transition to Les Olson Update – AC Watson
 - e. Legislative Update – Ashley/Dave Spatafore

9. 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-Opening the Meeting

10. Adjournment – Chair Dahle

**The next Board meeting will be held on March 19, 2019 at 7:30 a.m. at
UFA EOC 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 18th day of February 2019 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

1/15/19 7:30 a.m.

Emergency Operations Center – 3380 S 900 W, SLC, UT 84119

Notice: Some Board members may participate by electronic means.

1. Call to Order
Quorum was obtained. Chair Dahle called the meeting to order at 7:34 a.m.

Held a moment of silence in honor of public safety individuals lost in the line of duty
2. Public Comment
None
3. Approval of Minutes
Mayor Bush moved to approve the minutes from the December 18, 2018 UFA Board Meeting as submitted
Councilmember Martin seconded the motion
All voted in favor
4. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2018-2019 Fiscal Year Budget
Councilmember Snelgrove moved to open the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget
Mayor Bush seconded the motion
All voted in favor

No Public Comment

Councilmember Ferguson moved to close the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget
Mayor Peterson seconded the motion
All voted in favor
5. Consider Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year
 - CFO Hill reviewed the amendments to the budget
 - Adjusted how we earn interest and will begin sweeping our account
 - Recognizing additional revenue coming into UFA and how it will be used (Grants, US&R funds)
 - Appropriation of Fund Balance for another Leadership Cohort
 - Fund Balance for vacation/sick pay out for retirees

- Appropriating Fund Balance for remaining balance on lease
- Extension of Wildland season and miscellaneous donations
- Miscellaneous grants and funding for additional allocations in Emergency Management
- Recognition of apparatus sold through surplus and replaced funding to Capital Replacement Fund
- Money for professional fees for IT Division

Councilmember Ferguson moved to adopt Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year

Councilmember Martin seconded the motion

All voted in favor

6. Board Elections

Mayor Sondak moved to nominate Mayor Dahle as Chair for a second year

Councilmember Stewart seconded the motion

All voted in favor

- Chair Dahle recommended we consider a replacement for Mayor Bush, due to other obligations, she has declined to continue serving as Vice Chair
- Mayor Bush nominated Councilmember Allen Perry
 - Councilmember Perry agreed to serve as Vice Chair

Mayor Bush moved to elect Councilmember Allen Perry as Vice Chair

Councilmember Ferguson seconded the motion

All voted in favor

7. Administer Oath of Office for all Board Members

- All Board Members in attendance have receive oath, therefore, oath was not administered

8. FY 19/20 Budget Calendar

- CFO Hill presented the budget calendar
- The process for Division to begin work on their budgets has begun
- There was a time correction on the calendar from 2:00 a.m. to 2:00 p.m.
- Both Labor and HR will be in sync with what it takes to reach the top 3 in pay for each rank
 - Benefits and Compensation Committee will meet on 2/5/19 and information will be brought back to the Board as to what this compensation model looks like and what the budget can support

Councilmember Martin moved to approve the fiscal year 19/20 budget calendar

Councilmember Ferguson seconded the motion

All voted in favor

9. Committee Updates

- Benefits and Compensation Committee - meeting 2/5/19
 - Nothing to report, process will begin on 2/5/19
- Governance Committee – meeting 1/9/19

- Hybrid Governance Proposal was presented by CLO Roberts
- All members hold a 1 entity 1 vote in all matters not having any budget impact
- If it is a budget matter, two members must call for a weighted vote
- Weight is based on percent of population
- Consensus is that it will be rarely enacted
- This is a great tool to protect UFA
- A revised ILA will be brought before the Board once CLO Roberts has continued with draft version
- Finance Committee – no meeting

10. Consent Agenda

- Review of December Disbursement

Mayor Overson moved to approve consent agenda items as submitted
 Mayor Hale seconded the motion
 All voted in favor

11. Quarterly Financial Report

- This is the half year look at the financials
 - Revenue is tracking as expected
 - OT is 80% spent, but should be able to cover this with savings in salary and benefits
 - Discussed the upcoming hires and legislation that theoretically will aid in shortages during summer/fall
 - Councilmember Stewart asked that data be presented that outlines personnel eligible for retirement so Board has an idea of exposure and risk that may be faced
 - Chief Petersen stressed that while this available, the data is not an absolute

Councilmember Stewart moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented
 Councilmember Perry seconded the motion
 All voted in favor

12. Audit Findings

- Division Chief Robinson and AC Watson presented how Logistics has addressed the inventory control and tracking audit findings
 - All doors now require card access and cameras have been added
 - Have a new scan system that automatically enters and inventories items in warehouse, currently in beta testing phase
 - Updating all barcodes on items
 - Inventory movement will be updated in real time at both the warehouse and at stations
 - Also implemented the practice of inventorying the top 10 most expensive items in the warehouse monthly, in addition to an inventory of randomly selected items
- CFO Hill presented how the Kronos timecard approval audit findings are being addressed
 - Policy will be revisited and changed to reflect disciplinary actions for not following timecard approval procedure
 - Finance will also work closer with the Division Chiefs and District Chiefs with communication and training for the field to properly approve timecards

- The software interface is working well now
- Will better define what an approval is and incorporate this into policy and procedure
- Continuing to look for any gaps and solve them
- Will keep the Board apprised of the status

13. New At-Will Position and Modifications of Vacation Accrual

- Chief Petersen discussed the proposal to create the Executive Assistant position an At-Will position
- Allow non-exempt at-will employees to accrue vacation at 12 hours a month

Councilmember Ferguson moved to approve the proposal for the new at-will position and the modifications to vacation accrual as presented

Councilmember Bush seconded the motion

All voted in favor

14. Fire Chief Report

- Canyon Peak-Load – AC Higgs/Division Chief Watkins
 - Implement seasonal peak-load ambulance in canyons, Saturday, Sunday, Holidays; during peak demand hours
 - 1 transport covers the cost of staffing the ambulance, budget neutral
 - Increased service advantage, dedicated to canyons, but will respond to emergency incidents in their immediate vicinity
 - This is an experimental idea and will be flexible for change with any realized needs
 - If this works, it will be presented in the budget process
- February 1, 2019 Deployment Model Reminder – AC Higgs
 - February 4th the 1 Paramedic/1 EMT Model will begin throughout UFA
 - All crews have participated in training
 - Significant change organizationally for UFA
- Hexagon CAD Update – John Inch Morgan
 - Evaluating a potential breach of contract with Hexagon on the Law Enforcement RMS
 - VECC will be addressing this 1/15/19 and will discuss what options are available
 - Our challenge is that UFA is ready to go with Hexagon, it is fire centric
 - PD is not able to agree on one RMS and Hexagon not meeting the bid specifications is the cause of the problem
 - Fire agencies throughout the valley have discussed options if Hexagon isn't adopted
 - Possibly separate fire and PD dispatch
 - Have dispatch trained to use two systems-cumbersome
 - What Hexagon offers UFA:
 - Utilize Pulse-Point app
 - The closest apparatus responds through AVL
 - All stations are alerted simultaneously rather than in a chain
- Firefighter Hiring Update
 - Have made 25 offers, 3 outstanding
 - Will begin recruit camp on 2/4, run two concurrent camps
 - Have a great group of hires
- Accomplishments 2018
 - Please send any input with regard to something you were particularly happy with
 - This becomes part of the budget document and is something UFA is very proud of

15. Closed Session

Mayor Peterson moved to enter into a Closed Session to discuss matters as provided by Utah Code Annotated §52-4-205

Mayor Hale seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

Councilmember Bowen moved to re-open the meeting to the public

Councilmember Stewart seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

16. Adjournment

Mayor Sondak moved to adjourn the meeting

Councilmember Ferguson seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Mike Peterson

Mayor Robert Hale

Councilmember Kathleen Bailey-Left 8:40 a.m.

Mayor Robert Dahle

SLCo Surveyor Reid Demman

Mayor Kristie Overson

Councilmember Allan Perry

Mayor Harris Sondak

Councilmember Eric Ferguson

Mayor Kelly Bush

Councilmember Sheldon Stewart

Councilmember Nicole Martin

Councilmember Richard Snelgrove

Councilmember Gary Bowen

BOARD MEMBERS ABSENT:

Mayor Tom Westmoreland

Mayor Jeff Silvestrini

OTHER ATTENDEES:

Arriann Woolf
Assistant Chief Watson
Assistant Chief Higgs
Assistant Chief Ziolkowski
Carolyn Keigl-BCC CC
Dan Knapp-BCC CC
Bill Brass
Battalion Chief White
Beth Todd-VECC
Brett Wood-Herriman
Captain Bogenschutz
Captain Park
Captain Torgersen
CFO Tony Hill
Chief Petersen
CLO Brian Roberts
Cyndee Young
Deputy Chief Prokopis
Division Chief Case
Division Chief Larson
Division Chief Mecham
Division Chief Dern
Division Chief Pilgrim
Division Chief Rhoades
Division Chief Watkins
Division Chief Robinson
DOC Nile Easton
Ifo Pili
Japeth McGee – Zions
John Geilman – Millcreek
John Inch Morgan – VECC
Jonathan Ward – Zions
Jarin Blackham
Kate Turnbaugh
Lana Burningham
Michelle Roper
Rachel Anderson – UFSA Legal Counsel
Steve Quinn – IAFF President
Talsan Schulzke
Tim Tingey - CWH

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

GL Period	Check Date	Ref#	Vendor Name	Invoice#	Check Amount
19-Jan	1/10/2019	1	PAYROLL TRANS FOR 12/31/2018	N/A	\$ 1,218,078.82
19-Jan	1/16/2019	4	FUNDS TRANSFER FROM FIRE TO EM - COUNTY EM FEES RECV'D 1/14	N/A	1,193,101.50
19-Jan	1/25/2019	2	PAYROLL TRANS FOR 1/15/2019	N/A	1,187,719.27
19-Jan	1/9/2019	82262	SELECTHEALTH	1102019	509,292.90
19-Jan	1/10/2019	2	URS ACH PAYMENT - 1/10/19 PAYROLL	N/A	453,488.30
19-Jan	1/28/2019	7	URS ACH PAYMENT - 1/25/2019 PAYROLL	N/A	424,887.75
19-Jan	1/6/2019	1062019	WELLS FARGO BUSINESS CARD	Multiple	280,125.18
19-Jan	1/10/2019	1	EFTPS - 1/10/19 PAYROLL	N/A	219,906.04
19-Jan	1/28/2019	5	EFTPS - 1/25/2019 PAYROLL	N/A	210,381.69
19-Jan	1/28/2019	6	STATE TAX ACH - 1/25/2019 PAYROLL	N/A	136,717.27
19-Jan	1/30/2019	82339	DEPARTMENT OF HEALTH	19H5000638	84,888.53
19-Jan	1/30/2019	82348	UTAH LOCAL GOVERNMENTS TRUST	Multiple	75,138.91
19-Jan	1/4/2019	82239	UTAH LOCAL GOVERNMENTS TRUST	Multiple	73,404.24
19-Jan	1/25/2019	82329	PUBLIC EMPLOYEES HEALTH PROGRAM	DECBILL2018	64,073.64
19-Jan	1/18/2019	82294	STATE OF UTAH - GASCARD	Multiple	42,840.98
19-Jan	1/29/2019	12919	GCS BILLING SERVICES	Multiple	29,084.87
19-Jan	1/18/2019	82276	CUSTOM BENEFIT SOLUTIONS	114	27,761.51
19-Jan	1/25/2019	82318	UNIVERSITY MEDICAL BILLING	Multiple	23,395.00
19-Jan	1/9/2019	82257	CUSTOM BENEFIT SOLUTIONS, INC.	1102019	21,796.49
19-Jan	1/25/2019	82323	CUSTOM BENEFIT SOLUTIONS, INC.	1252019	21,796.49
19-Jan	1/18/2019	82290	ROCKY MTN POWER	Multiple	21,060.38
19-Jan	1/9/2019	82268	SELECTHEALTH	01102019RET	16,368.70
19-Jan	1/16/2019	11620	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	15,756.42
19-Jan	1/9/2019	82255	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
19-Jan	1/18/2019	82274	COMCAST	74523374	15,618.40
19-Jan	1/8/2019	10819	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	14,577.82
19-Jan	1/18/2019	82287	MAYORS FINANCIAL ADMIN	Multiple	13,127.60
19-Jan	1/30/2019	82342	L.N. CURTIS AND SONS	INV229948	12,453.00
19-Jan	1/30/2019	82343	MAYORS FINANCIAL ADMIN	MFA0000700	12,222.39
19-Jan	1/30/2019	82344	NW APPAREL INDUSTRY	4	12,014.33
19-Jan	1/9/2019	82243	CAPSTONE STRATEGIES	11/1/2018	11,666.67
19-Jan	1/30/2019	82341	DOMINION ENERGY	Multiple	10,150.33
19-Jan	1/16/2019	11622	NAPA AUTO PARTS	Multiple	9,935.37
19-Jan	1/9/2019	82242	AMERICAN EXCELSIOR CO	ID72971	9,673.56
19-Jan	1/18/2019	82269	ARROW INTERNATIONAL, INC.	Multiple	8,196.00
19-Jan	1/30/2019	82340	DEPARTMENT OF PSYCHIATRY	Multiple	7,775.00
19-Jan	1/9/2019	82259	LOCAL 1696 - IAFF	1102019	7,695.75
19-Jan	1/25/2019	82326	LOCAL 1696 - IAFF	1252019	7,649.25
19-Jan	1/25/2019	82321	UTAH DEPT WORKFORCE SERVICES	Multiple	6,035.79
19-Jan	1/18/2019	82297	ZOLL MEDICAL CORPORATION	2801540	5,995.00
19-Jan	1/9/2019	82250	LIFE-ASSIST, INC	Multiple	5,984.40
19-Jan	1/4/2019	82236	DOMINION ENERGY	Multiple	5,628.64
19-Jan	1/18/2019	82279	FERRELLGAS	1104347212	5,161.52
19-Jan	1/24/2019	12420	FREIGHTCENTER, INC	11960529	5,000.00
19-Jan	1/25/2019	82299	CENTURYLINK	Multiple	4,612.25
19-Jan	1/25/2019	82308	GALLAGHER BENEFIT SERVICES, INC	163243	4,500.00
19-Jan	1/14/2019	3	TRANSFER FUNDS FOR PATIENT REFUNDS - 01/14/19	N/A	4,159.38
19-Jan	1/25/2019	82307	DOMINION ENERGY	Multiple	3,066.12
19-Jan	1/18/2019	82282	GABRIEL ROEDER SMITH & COMPANY	444334	2,500.00
19-Jan	1/18/2019	82295	TELEFLEX MEDICAL	9500833281	2,115.50
19-Jan	1/9/2019	82267	FIREFIGHTERS CREDIT UNION	01102019TV	2,114.93
19-Jan	1/25/2019	82336	FIREFIGHTERS CREDIT UNION	01252019TV	2,080.72
19-Jan	1/25/2019	82322	VLCM	603026	1,977.99
19-Jan	1/9/2019	82260	OFFICE OF RECOVERY SERVICES	1102019	1,911.45
19-Jan	1/25/2019	82327	OFFICE OF RECOVERY SERVICES	1252019	1,911.45
19-Jan	1/25/2019	82310	JORDAN CAMPER	INV-UFA-01-10-19-A	1,822.00
19-Jan	1/25/2019	82311	KRONOS INCORPORATED	11402419	1,750.00
19-Jan	1/18/2019	82296	WASATCH FRONT WASTE RECYCLE DIST	Multiple	1,736.00
19-Jan	1/9/2019	82258	FIREFIGHTERS CREDIT UNION	01102019SF	1,672.55
19-Jan	1/4/2019	82237	MAYORS FINANCIAL ADMIN	FAC0000384C	1,655.41

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\2019-01 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
19-Jan	1/25/2019	82324	FIREFIGHTERS CREDIT UNION	01252019SF	1,644.09
19-Jan	1/18/2019	82285	KRONOS INCORPORATED	11402345	1,625.00
19-Jan	1/24/2019	12419	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	1,500.00
19-Jan	1/31/2019	9	TO RECORD AMBULANCE RELATED BANK FEES - JANUARY 2019	N/A	1,490.84
19-Jan	1/16/2019	11623	WEIDNER FIRE	Multiple	1,468.38
19-Jan	1/25/2019	82315	SUPERIOR EQUIPMENT	Multiple	1,383.08
19-Jan	1/18/2019	82286	LIFE-ASSIST, INC	892899	1,318.80
19-Jan	1/9/2019	82247	DOMINION ENERGY	Multiple	1,272.52
19-Jan	1/31/2019	8	FUNDS TRANSFER FROM FIRE TO EOC - SEE CD 1 (01/19) #4	N/A	1,257.80
19-Jan	1/18/2019	82270	BIG COTTONWOOD CANYON IMP DIST	1-387	1,188.00
19-Jan	1/25/2019	82330	PUBLIC EMPLOYEES LT DISABILITY	1252019	1,177.10
19-Jan	1/31/2019	10	TO RECORD BANK FEES - JANUARY 2019	N/A	1,114.67
19-Jan	1/9/2019	82246	DESERT EDGE HEATING & COOLING	Multiple	1,090.50
19-Jan	1/25/2019	82325	JOHNSON MARK LLC	01252019JJ	1,066.93
19-Jan	1/25/2019	82298	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
19-Jan	1/18/2019	82283	HENRY SCHEIN, INC.	Multiple	1,053.82
19-Jan	1/9/2019	82241	ABSOLUTE JANITORIAL SERVICES	Multiple	1,039.26
19-Jan	1/25/2019	82320	UTAH COMMUNICATIONS AUTHORITY	67586	1,033.77
19-Jan	1/9/2019	82253	SIMPLY SHUTTERS, LLC.	18264	900.00
19-Jan	1/18/2019	82281	FORMAN, CHAD	1010	800.00
19-Jan	1/18/2019	82277	DESERT EDGE HEATING & COOLING	Multiple	792.50
19-Jan	1/16/2019	11619	AMERICAN MECHANICAL SYSTEMS SERVICE LLC	Multiple	791.31
19-Jan	1/30/2019	82349	UTAH STATE TAX COMMISSION	12/31/2018	750.27
19-Jan	1/25/2019	82309	HENRY SCHEIN, INC.	60882925	719.20
19-Jan	1/30/2019	82337	BROWN, DEVIN	1/28/2019	693.00
19-Jan	1/9/2019	82254	THE PARTRIDGE GROUP	2881	625.00
19-Jan	1/8/2019	10820	GOLD CUP SERVICES INC.	Multiple	621.00
19-Jan	1/25/2019	82331	THE LAW OFFICE OF EDWIN B. PARRY	01252019NH	606.20
19-Jan	1/30/2019	82346	UTAH GOVERNMENT FINANCE OFFICER ASSOC.	Multiple	600.00
19-Jan	1/9/2019	82256	UTAH BROADBAND, LLC	Multiple	597.00
19-Jan	1/25/2019	82312	NORTON, CAMERON	1/22/2019	543.00
19-Jan	1/18/2019	82278	DOMINION ENERGY	G-#101 12/18	526.10
19-Jan	1/25/2019	82317	TORGENSEN, THOMAS H.	12/13/2018	500.00
19-Jan	1/25/2019	82314	SHRED-IT USA	Multiple	452.06
19-Jan	1/25/2019	82302	CENTURYLINK	TL-FIRE 1/19C	401.28
19-Jan	1/25/2019	82303	CENTURYLINK	TL-FIRE 1/19D	401.28
19-Jan	1/25/2019	82304	CENTURYLINK	TL-FIRE 1/19E	401.28
19-Jan	1/4/2019	82238	UTAH BROADBAND, LLC	Multiple	398.00
19-Jan	1/4/2019	82234	CENTURYLINK	Multiple	379.48
19-Jan	1/18/2019	82293	SNOWBIRD RESORT LLC	Multiple	375.89
19-Jan	1/9/2019	82249	LES OLSON COMPANY	EA826550	358.99
19-Jan	1/30/2019	82338	CUSTOM BENEFIT SOLUTIONS	29096	347.90
19-Jan	1/25/2019	82301	CENTURYLINK	TL-FIRE 1/19B	278.81
19-Jan	1/4/2019	82233	CENTURYLINK	TL-#126 1/19	273.50
19-Jan	1/9/2019	82266	WELLS FARGO ADVISOR FBO UFA4064-8710	01102019BL	266.40
19-Jan	1/9/2019	82248	HENRY SCHEIN, INC.	60560604	248.42
19-Jan	1/18/2019	82272	CENTURYLINK	TL-#124 1/19	245.51
19-Jan	1/25/2019	82333	US DEPT OF EDUCATION	01252019SC	238.19
19-Jan	1/9/2019	82264	US DEPT OF EDUCATION	01102019SC	237.54
19-Jan	1/18/2019	82273	CENTURYLINK	TL-#117 1/19	203.43
19-Jan	1/25/2019	82319	UTAH BROADBAND, LLC	782327	199.00
19-Jan	1/18/2019	82289	ROADPOST USA, INC	RU08183007A	185.16
19-Jan	1/8/2019	10821	MOUNTAIN ALARM	1713577	177.00
19-Jan	1/9/2019	82263	UNIFIED POLICE FEDERATION	1102019	171.00
19-Jan	1/25/2019	82332	UNIFIED POLICE FEDERATION	1252019	171.00
19-Jan	1/25/2019	82300	CENTURYLINK	TL-#108 1/19	165.12
19-Jan	1/9/2019	82244	CENTURYLINK	1458247213	141.87
19-Jan	1/25/2019	82334	UTAH RETIREMENT SYSTEMS	01232019MISC	138.94
19-Jan	1/8/2019	10823	WEIDNER FIRE	53064	138.60
19-Jan	1/9/2019	82261	OLSON SHANER	01102019SC	130.92

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\2019-01 Disbursements\10

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING
JANUARY 2019

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
19-Jan	1/8/2019	10822	UNITED SITE SERVICES	114-7816956	127.00
19-Jan	1/29/2019	12920	UNITED SITE SERVICES	114-7938378	127.00
19-Jan	1/18/2019	82280	FITNESS MACHINE TECHNICIANS	1053	120.00
19-Jan	1/18/2019	82291	SALT LAKE COUNTY PUBLIC WORKS	18-13295	120.00
19-Jan	1/25/2019	82328	OLSON SHANER	01252019SC	117.67
19-Jan	1/18/2019	82275	COPPERTON IMPROVEMENT DISTRICT	W-#115 12/18	115.00
19-Jan	1/18/2019	82292	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 12/18	96.64
19-Jan	1/9/2019	82240	A TO Z LANDSCAPING, INC.	21077	86.67
19-Jan	1/4/2019	82232	CENTURYLINK	TL-#125 1/19	80.90
19-Jan	1/4/2019	82235	CENTURYLINK	CL-FIRE 1/19B	78.08
19-Jan	1/4/2019	82231	CENTURYLINK	TL-#113 12/18	75.80
19-Jan	1/25/2019	82316	TNT PEST CONTROL	42731	70.00
19-Jan	1/25/2019	82313	ROCKY MOUNTAIN WATER COMPANY	Multiple	63.80
19-Jan	1/18/2019	82284	JOHNSON ROBERTS & ASSOCIATES, INC.	138004	60.00
19-Jan	1/16/2019	11621	CODALE ELECTRIC SUPPLY	S6444121.001	58.46
19-Jan	1/9/2019	82245	CENTURYLINK	TL-#123 1/19	56.34
19-Jan	1/18/2019	82288	MIDVALLEY IMPROVEMENT DISTRICT	S-#126 3/19	54.60
19-Jan	1/30/2019	82347	UTAH GOVERNMENT FINANCE OFFICER ASSOC.	MEMBER/2019	50.00
19-Jan	1/25/2019	82305	CENTURYLINK	TL-LOG 1/19B	49.34
19-Jan	1/30/2019	82345	ROCKY MOUNTAIN WATER COMPANY	Multiple	44.50
19-Jan	1/9/2019	82251	ROCKY MOUNTAIN WATER COMPANY	Multiple	42.00
19-Jan	1/9/2019	82265	UTAH STATE TAX COMMISSION	01102019SC	40.00
19-Jan	1/25/2019	82335	UTAH STATE TAX COMMISSION	01252019SC	40.00
19-Jan	1/18/2019	82271	CENTURYLINK	1458857576	37.37
19-Jan	1/25/2019	82306	CENTURYLINK	TL-USAR 1/19B	35.49
19-Jan	1/9/2019	82252	SATCOM GLOBAL INC.	AI01190011	34.64
					<u>\$ 6,634,743.25</u>

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\2019-01 Disbursements\10

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CASH DISBURSEMENTS - EMERGENCY SERVICES CHECKING
JANUARY 2019

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
19-Jan	1/30/2019	5	EOC TRANSFER - 1/25/19 PAYROLL	N/A	\$ 48,645.09
19-Jan	1/30/2019	4	EOC TRANSFER - 1/10/19 PAYROLL	N/A	41,567.20
19-Jan	1/4/2019	7170	YOUNG CHEVROLET	CS6389	38,024.00
19-Jan	1/10/2019	1	FUNDS TRANSFER FROM EOC TO FIRE - NOVEMBER PCARDS PAID 12/10	N/A	25,963.77
19-Jan	1/4/2019	7168	MAYORS FINANCIAL ADMIN	Multiple	10,216.76
19-Jan	1/30/2019	7181	ALLSTEEL INC.	526504	6,331.88
19-Jan	1/9/2019	7172	SAM T EVANS TRUCK TOP & ACCESSORY SHOP	47551	2,879.00
19-Jan	1/18/2019	7175	ROCKY MTN POWER	E-EOC 12/18	2,838.80
19-Jan	1/18/2019	7173	MAYORS FINANCIAL ADMIN	Multiple	1,556.89
19-Jan	1/9/2019	7171	PREMIUM QUALITY LIGHTING	Multiple	1,520.13
19-Jan	1/18/2019	7176	STATE OF UTAH - GASCARD	Multiple	1,375.49
19-Jan	1/25/2019	7180	SYRINGA NETWORKS, LLC	19JAN0235	1,175.00
19-Jan	1/25/2019	7178	CENTURYLINK	TL-EOC 1/19	851.56
19-Jan	1/28/2019	3	TO ADJUST CASH BALANCES FOR CCTA BENEFIT CORRECTION	N/A	409.17
19-Jan	1/30/2019	7182	UTAH LOCAL GOVERNMENTS TRUST	1572681C	398.88
19-Jan	1/4/2019	7169	UTAH LOCAL GOVERNMENTS TRUST	1572064C	371.22
19-Jan	1/14/2019	2	FUNDS TRANSFER FROM EM TO FIRE FOR GRANT-RELATED TRAVEL COST	N/A	329.29
19-Jan	1/25/2019	7189	PUBLIC EMPLOYEES HEALTH PROGRAM	12312018EOC	262.92
19-Jan	1/8/2019	10824	GOLD CUP SERVICES INC.	691315	174.75
19-Jan	1/25/2019	7179	SHRED-IT USA	8126380711D	97.57
19-Jan	1/18/2019	7174	ROADPOST USA, INC	RU08183007B	61.72
19-Jan	1/18/2019	7177	WASATCH FRONT WASTE RECYCLE DIST	5418C	50.00
19-Jan	1/30/2019	6	TO CORRECT CCTA GRANT BENEFITS THROUGH 12/24/18	N/A	1.95
					\$ 185,103.04

UNIFIED FIRE AUTHORITY
CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT CHECKING
JANUARY 2019

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
19-Jan	1/23/2019	5	ZOLL MEDICAL CORPORATION	2797053	\$ 1,186,813.10
					<u>\$ 1,186,813.10</u>



Unified Fire Authority Home Fire Safety Inspection Checklist

Practice an EDITH (Exit Drill In the Home)

- Develop a home escape plan that includes:
Two exits out of every room
An outside meeting place (tree, mailbox, etc.)
- Practice escape plan with **every** member
- Escape using the nearest safe exit
- Escape and exit away from smoke. If room is full of smoke, crawl low to exit
- Teach all family members how to call **911** in an emergency (**state your name, address/ location and type of emergency**)

Smoking Materials and Candles

- Never leave cigarettes or candles unattended
- Purchase and use ashtrays that have center support feature
- Empty ashtrays into noncombustible containers only and soak in water
- Never smoke in bed or when drowsy
- Place candles in noncombustible, sturdy holders
- Never leave candles unattended
- Keep matches and lighters out of reach of children

Heating Equipment and Fireplace

- Keep space heaters at least **3** feet from all combustibles
- Never leave space heaters unattended, turn off while sleeping

- Never use generators indoors
- Replace furnace filters regularly
- Never use oven/cook stove for home heating
- Clean lint from behind clothes dryer
- Install a spark screen on fireplace opening
- Have chimney inspected/cleaned annually
- Burn only clean, dry firewood
- Dispose of ashes in metal containers and soak in water
- Keep newspapers, other combustibles, and clutter away from water heater/furnace

Smoke Alarms

- Install smoke alarms inside and outside every sleeping area and on every level of your home
 - Test smoke alarms once a month (**hint: use a broom handle to reach and push test button**)
 - Replace smoke alarm batteries twice a year (unless you have purchased the smoke alarms that are good for 10 years)
- (Hint: Use each time-change as a reminder)**
Replace smoke alarm units every 10 years

Fire Extinguishers

- Purchase a multipurpose (**ABC**) extinguisher
- Teach your family how to use a fire extinguisher (Use **PASS**: Pull the pin, Aim, Squeeze, Sweep)
- Fight fire with a safe exit behind you
- Inspect extinguishers annually

Detach Below Line

Smoke Alarm and CO Alarm Conditions Found

Name: _____

Address: _____ Phone: _____

- Number of working smoke alarms found:
0 1 2 3 4+
- Number of smoke alarms found not working:
0 1 2 3 4+
- Number of smoke alarms over 10 years old:
0 1 2 3 4+

How did the individuals hear about our program? _____



Unified Fire Authority Home Fire Safety Inspection Checklist - Pg 2

Cooking

- Never leave cooking unattended
- Cuff sleeves and turn pot handles away from the front of the stove when cooking to avoid burn injuries
- Never store combustibles in the oven or on top of the stove
- When barbecuing, move unit away from the house
- Dispose of coal/ashes in metal containers
- If your clothes catch fire, Stop, Drop, and Roll

- Inspect electrical cords and appliances for damage
- Do not tack cords to the wall or run them under rugs
- Maintain air space around electrical equipment, such as TV, stereo, etc.
- Install additional outlets, by a qualified electrician, to avoid using extension cords as permanent wiring and only use extension cords that have a built in circuit breaker

Exterior

- Make house number visible from the street
- Trim trees away from electrical wires
- Trim trees away from chimney and remove all pine needles and leaves from roofs, eaves, and rain gutters
- Keep lawn mowed a minimum of 30 feet surrounding house
-
- Have clearly defined defensible space if you live in the urban interface

Hazardous Materials

- Limit the amount of chemicals stored
- Dispose and recycle household hazardous materials properly
- Store hazardous materials in proper containers with tight-fitting lids and correct identification labels
- Store hazardous materials away from heat sources
- Allow for proper ventilation when using flammable liquids and hazardous materials
- Ensure gasoline and other fuels are only used as fuels for engines and proper appliances
- Put oily rags in metal containers with tight-fitting lids, not in a pile where they can spontaneously ignite

Electrical

- Avoid overloading electrical circuits

Thank you for making your community safer!

Unified Fire Authority

3380 S 900 W, SLC, UT 84119

801-743-7200

.....
Detach Below Line
.....

Smoke Alarm and CO Alarm Conditions Found - Continued

Number of working CO alarms found:

0 1 2 3 4+

Number of CO alarms not working:

0 1 2 3 4+

Number of CO alarms over 10 years old:

0 1 2 3 4+

Number of smoke alarms installed by UFA _____ Number of CO alarms installed by UFA _____

Safety survey and installs completed for the disabled and/or elderly? Yes _____ No _____

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REFERENCES

[UFA policy and Procedure – Merit Probation \(New Hire\)](#)

[UFA Policy and Procedure – Vacation](#)

[UFA Policy and Procedure – Sick Leave](#)

[UFA Policy and Procedure – Holidays](#)

[UFA Policy and Procedure - Discipline](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[Exempt Employee Leave Usage Form](#)

PROCEDURE

- 1.0 The following employment status categories apply to UFA employees:
- 1.1 *Probationary* — designates employees who have been hired from a merit employment register and are serving an initial trial period of one year that can be extended for up to an additional three months for good cause.
 - 1.2 *Full-time Merit* — designates full-time merit employees who have completed a merit probation period and are therefore entitled to merit system benefits. Full-time merit employees who have been designated as FLSA-Exempt are further considered as Exempt Merit employees in accordance with paragraph 1.6 and 6.0 of this policy.
 - 1.3 *Part-time*—designates non-merit employees who are employed at-will and includes wildland firefighters, part-time EMS employees, and part-time administrative or support staff employees.
 - 1.4 *Appointed* -- designates employees who are appointed by and report directly to the UFA Board of Directors (“Board”) and includes the Fire Chief and Chief Legal Officer.
 - 1.5 *Executive Staff* - designates at-will employees hired by the Fire Chief to serve as part of his executive staff and includes Assistant Chiefs, Chief Financial Officer, Director of Communications, Merit System Coordinator (H.R. Director), and Executive Assistant. Executive Staff employees may be designated as either FLSA-exempt or FLSA non-exempt.
 - 1.6 *Exempt Merit*—are full-time merit employees who have been designated as FLSA-exempt

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2.0 Probationary Employment

2.1 Refer to UFA Policy and Procedure – Merit Probation (New Hire) for specific provisions regarding merit probation

3.0 Full-time Merit Employment

3.1 Full-time merit employees work an average of 40 hours per standard workweek (applicable to 8-hour firefighter and non-firefighter employees) or an average of 182 hours per standard work period (applicable to 24-hour firefighter employees).

3.2 Full-time merit employees are eligible for benefits as designated in UFA Policies and Procedures.

3.3 After completion of the original or extended merit probation period, full-time merit employees may be reclassified or promoted in accordance with UFA Policies and Procedures.

3.4 Full-time merit employees' employment may be terminated for unacceptable performance or for other justifiable reasons as described in UFA Policy and Procedure – Discipline.

4.0 Part-time Employment

4.1 A part-time employee may not be hired until a description of duties has been submitted to the Human Resources Division to assign an appropriate grade and pay range. If a current position description already exists, the grade previously established shall be used.

4.2 Part-time employees must work less than thirty hours per week, on average during the twelve months that establish the “lookback period” as referenced in the Affordable Care Act.

4.3 Part-time employees will be paid on an hourly basis.

4.4 Time spent as a part-time employee shall not be considered part of the merit probation period.

4.5 Part-time employees are not eligible for benefits, including contributions to retirement accounts, except as otherwise designated in UFA Policies and Procedures

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(e.g. workers compensation, training, EAP services, service or recognition awards, and the right to file an appeal in cases of discrimination or reprisal).

- 4.6 Part-time employees are not merit employees. They are "at-will" employees who may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process.
- 4.7 Part-time employees are subject to the overtime provisions of the Fair Labor Standards Act and UFA Policy and Procedure – Overtime and Compensatory Time.
- 5.0 Executive Staff Employment:
- 5.1 Executive Staff positions are hired and retained at the discretion of the Fire Chief as they are administrative positions that, by their nature, involve confidential or key policy making responsibilities.
- 5.1.1 The Fire Chief will be required to secure approval from the Board to hire or terminate the Chief Financial Officer and will nominate the Merit System Coordinator for approval by the Board.
- 5.2 In order to designate a position as Executive Staff, the Fire Chief must submit a written request for approval to the Board that includes a written job description and proposed justification of the action. Once approved, the position will be added to the list in paragraph 5.3.
- 5.3 The following positions are designated as Executive Staff:
- Assistant Chief
Chief Financial Officer
Director of Communications
Merit System Coordinator (Human Resources Director)
Executive Assistant
- 5.4 Compensation practices for Executive Staff positions will be established by the Fire Chief and approved by the Board.
- 5.5 Executive Staff employees may be designated as in their respective job descriptions as Exempt or Non-Exempt with regard to the overtime provisions of the Fair Labor Standards Act ("FLSA") based on a review of the applicable job description and

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duties. Executive Staff employees who are designated as FLSA-exempt will only receive compensation in the nature of overtime as specifically provided for in paragraph 5.0 of UFA Policy and Procedure Overtime and Compensatory Time.

- 5.6 Executive Staff employees will receive comparable benefits as full-time merit employees except as listed below.
- 5.6.1 Executive Staff designated as FLSA-exempt will accrue vacation hours at the highest tier established for full-time merit employees.
- 5.6.2 Executive Staff employees designated as FLSA non-exempt will accrue vacation hours, as a baseline, at the middle tier established for full-time merit employees. Once the employee meets the criteria for a higher tier of accrual as outlined in UFA Policy and Procedure – Vacation, they will accrue at that tier.
- 5.6.3 Executive Staff employees designated as FLSA exempt will document their use of vacation or sick leave by completing an [Exempt Employee Leave Usage Form](#), or other entry into a computerized time keeping system as implemented by the UFA, and is only required for absences of a full day.
- 5.7 Executive Staff employees may not be promoted or transferred to a merit position unless certified from a merit employment register. If certified and hired for a merit position while in an Executive Staff status, individuals shall carry all benefits accrued and retain their original service date, however they will also be required to serve a merit probation period.
- 5.8 Executive Staff employees are at-will with respect to their positions. However, an Executive Staff employee who previously held a merit position within the UFA who is removed from their Executive Staff position, with or without cause, will be returned to the previous merit position and rank held. Nothing herein prohibits an Executive Staff employee with such a “right of return” from being terminated from UFA, demoted, or otherwise disciplined for adequate cause. In the event of such an action for cause, the Executive Staff employee will be entitled to the procedural protections afforded to the employee’s previously held merit position pursuant to UFA Policy and Procedure.
- 5.9 Those Executive Staff employees who did not previously hold a merit position within the UFA will be considered at-will with respect to their employment with UFA and may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process. However, such employees will

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receive a payment equal to three months' salary, as severance for termination without cause.

6.0 Exempt Merit Employment

6.1 Employees in these positions are full-time merit and are designated as Exempt with regard to the overtime provisions of the FLSA based on a review of the applicable job description and duties.

6.2 Exempt merit employees will receive the same benefits as other UFA full-time merit employees except as listed below:

6.2.1 Exempt merit employees will accrue vacation hours, as a baseline, at the rate of the middle tier established for full-time merit employees. Once an employee meets the criteria for a higher tier as outlined in UFA Policy and Procedure – Vacation, they are eligible to accrue at the higher tier.

6.2.2 Exempt merit employees will track their use of vacation or sick leave by completing an Exempt Employee Leave Usage Form, or other entry into a computerized time keeping system as implemented by the UFA, and is only required for absences of a full day.

6.2.3 Exempt merit employees will only receive compensation in the nature of overtime as specifically provided for in UFA Policy and Procedure Overtime and Compensatory Time. Exempt merit status will be reflected in the job description of the position.

7.0 Appointed Employment

The Fire Chief and Chief Legal Officer will be appointed by the Board. The terms and conditions of employment for the Fire Chief and Chief Legal Officer will each be determined by the terms of a written employment agreement approved by the Board and executed by the parties.

8.0 The time that an employee has been employed by an entity that was merged into the UFA, either at the time of its creation or subsequently, will be included in the computation of time the employee has been employed by the UFA for the purposes of this policy in the manner specified in either the agreement merging said entity or separate policy adopted by the Board.

Replaces policy dated October 17, 2017

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REFERENCES

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[UFA Policy and Procedure – Vacation](#)

[UFA Policy and Procedure – Sick Leave](#)

[UFA Policy and Procedure – Holidays](#)

[UFA Policy and Procedure - Discipline](#)

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[Exempt Employee Leave Usage Form](#)

PROCEDURE

1.0 The following employment status categories apply to ~~Authority-UFA~~ employees:

- 1.1 *Probationary* — designates ~~an employee-employees~~ who ~~has~~ have been hired from a merit employment register and ~~is-are~~ serving an initial trial period of ~~nine (9) months~~ one year that can be extended for up to an additional three months for good cause.
- 1.2 *Full-time Merit* — designates ~~a~~ full-time merit employees who ~~has~~ have completed a merit probation period and ~~is-are~~ therefore entitled to ~~all~~ merit system benefits ~~appropriate to hours worked.~~ Full-time merit employees who have been designated as FLSA-Exempt are further considered as Exempt Merit employees in accordance with paragraphs 1.6 and 6.0 of this policy.
- ~~1.3 *Part-time with Benefits* — designates a part-time merit employee who has completed a merit probation period and is therefore entitled to all merit system benefits appropriate to hours worked.~~
- 1.4~~3~~ *Part-time without Benefits* — designates ~~a~~ non-merit employees who ~~is-are~~ employed at-will and includes wildland firefighters, ~~paid-call firefighters~~ part-time EMS employees, and ~~some~~ part-time administrative or support staff employees.
- 1.5~~4~~ *Appointed* -- designates ~~an~~ employees who ~~is-are~~ appointed by and reports directly to the UFA Board of Directors (“Board”) and includes the Fire Chief and Chief Legal Officer.
- 1.6~~5~~ *Exempt At-Will-Executive Staff* - designates ~~FLSA-exempt-at-will~~ employees hired by the Fire Chief to serve as part of his executive staff and includes Assistant Chiefs, Chief Financial Officer, Director of Communications, ~~and the~~ Merit System

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Coordinator (H.R. Director) and Executive Assistant. At-will Executive Staff employees may be designated as either FLSA-exempt or FLSA non-exempt.

~~1.76 Exempt Merit—are full-time merit employees who have been designated as designates FLSA-exempt. employees that who also have merit status, within UFA pursuant to applicable job description.~~

2.0 Probationary Employment

2.1 ~~The policies and procedures applicable to~~ Refer to merit probation are located in UFA Policy and Procedure – Merit Probation (New Hire) for specific provisions regarding merit probation.

3.0 Full-time Merit Employment

3.1 Full-time merit employees work an average of 40 hours per standard ~~work week~~ workweek (applicable to 8-hour firefighter and non-firefighter employees) or an average of 182 hours per standard work period (applicable to 24-hour firefighter employees).

3.2 Full-time merit employees are eligible for ~~all~~ benefits as designated in UFA Policies and Procedures.

3.3 After completion of the original, or extended merit probation period, full-time merit employees may be reclassified or promoted in accordance with UFA Policies and Procedures.

3.4 Full-time merit employees' employment may be terminated for unacceptable performance or for other justifiable reasons as described in UFA Policy and Procedure – Discipline.

~~4.0 Part Time Employment With Benefits~~

~~4.1 Part time employees with benefits shall work at least an average of twenty hours per week but less than forty hours per week.~~

~~4.2 Part time employees with benefits receive most benefits, as designated in UFA Policies and Procedures, including contributions to retirement accounts, pro-rated to the number of hours worked except that they may be required to pay a different percentage of costs for fixed benefits such as insurance.~~

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~~4.3 After completion of the original or extended merit probation period, part-time merit employees with benefits may be reclassified or promoted in accordance with UFA Policies and Procedures~~

~~4.4 Part-time merit employees shall be paid on an hourly basis.~~

~~4.5 Part-time merit employees' employment may be terminated for unacceptable performance or for other justifiable reasons as described in UFA Policy and Procedure – Discipline.~~

54.0 Part-time Employment ~~Without Benefits~~

~~54.1~~ A part-time employee ~~without benefits~~ may not be hired until a description of duties has been submitted to the Human Resources Division to assign an appropriate grade and pay range. If a current position description already exists, the grade previously established shall be used.

~~54.2~~ Part-time employees ~~without~~ benefits shall must work ~~at least an average of twenty hours per week but on average for the year,~~ less than thirty hours per week, on average during the twelve months that establish the "lookback period" as referenced in the Affordable Care Act.

~~54.3~~ Part-time ~~without benefits~~-employees ~~shall~~ will be paid on an hourly basis.

~~54.4~~ ~~The time~~ Time spent as a part-time ~~without benefits~~-employee shall not be considered part of the merit probation period.

~~54.5~~ Part-time ~~without benefits~~-employees are not eligible for benefits, including contributions to retirement accounts, except as otherwise designated in UFA Policies and Procedures (e.g. workers compensation, training, EAP services, service or recognition awards, and the right to file an appeal in cases of discrimination or reprisal).

~~54.6~~ Part-time ~~without benefits~~-employees are not ~~considered~~ merit employees. They are "at-will" employees who may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process.

5.7 Part-time ~~without benefits~~-employees are subject to the overtime provisions of the Fair Labor Standards Act and UFA Policy and Procedure – Overtime and Compensatory Time.

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65.0 ~~Exempt Executive Staff~~ Employment:

~~65.1 Exempt at-will Executive Staff positions will generally be those consisting of the Fire Chief's executive staff and such employees will be hired and subject to retention in the position retained~~ at the discretion of the Fire Chief as they are administrative positions that, by their nature, involve confidential or key policy making responsibilities. ~~The Fire Chief will be required to secure approval from the Board of Directors to hire or terminate the CFO Executive Staff at-will positions.~~

~~65.1.12~~ ——— ~~The Fire Chief will be required to secure approval from the Board to hire or terminate the Chief Financial Officer and will nominate the Merit System Coordinator for approval by the Board.~~

~~5.2~~ ~~When designating In order to designate a position to be an~~ exempt at-will Executive Staff position, the Fire Chief ~~must will make submit~~ a written request for approval to the Board ~~to approve the designation and will provide the Board that includes with~~ a written job description and proposed justification of the action. Once approved, the position will be added to the list in paragraph 5.3.

~~65.3~~ ~~By adoption of this policy, the following positions are designated as being exempt at-will Executive Staff by the Board. Any change in exempt status or addition of other positions will be approved by the Board and constitute an amendment to this policy and procedure.~~

The following positions are ~~exempt at-will~~ designated as Executive Staff:

Assistant Chief
Chief Financial Officer
Director of Communications
Merit System Coordinator (Human Resources Director)
Executive Assistant

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~~65.4~~ ~~Salaries and other e~~Compensation practices for ~~exempt at will~~ Executive Staff positions will be established by the Fire Chief and approved by the ~~Benefits and Compensation Committee~~Board.

~~5.5~~ ~~65.4.1~~ ~~Exempt at will~~Executive Staff employees ~~are~~ may be designated as in their respective job descriptions as exempt ~~Exempt~~ ~~–or Non-Exempt~~ with regard to the overtime provisions of the Fair Labor Standards Act (“FLSA”) based on a review of the applicable job description and duties. Executive Staff employees who are designated as FLSA-exempt and are only eligiblewill only receive compensation in the nature of overtime as specifically provided for in paragraph 5.0 of UFA Policy and Procedure Overtime and Compensatory Time. ~~for extra compensation as specifically identified in UFA Policy and Procedure Overtime and Compensatory Time.~~

~~65.56~~ ~~Exempt at will~~Executive Staff employees will receive comparable benefits as full-time merit employees except as listed below.

~~65.56.1~~ Executive Staff designated as FLSA-exempt will accrue vacation~~Vacation~~ accrual hours ~~will be~~ at the highest tier established for full-time merit employees. rate per month.

~~65.56.2~~ Executive Staff employees designated as FLSA non-exempt will accrue vacation hours as a baseline, at the middle tier established for full-time merit employees. Once the employee meets the criteria for a higher tier of accrual as outlined in UFA Policy and Procedure – Vacation, they will accrue at that tier.

~~65.56.23~~ Executive Staff employees designated as FLSA exempt will document their ~~Use of vacation or sick leave is tracked through completion of an~~ by completing an Exempt Employee Leave Usage Form ~~–~~, or other entry into a computerized time keeping system as implemented by the UFA, and is only required for absences of a full day.

~~6.5.3~~ ~~Longevity pay will be in accordance with the benefits provided by the Board to merit employees for exempt at will employees at the top step.~~

~~6.5.4~~ ~~They cannot be promoted or transferred to a merit position unless certified from a merit employment register.~~

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~~6.5.5 They do not have the right of appeal or hearing in the event of discipline or termination.~~

~~65.67~~ Executive Staff employees may not be promoted or transferred to a merit position unless certified from a merit employment register. If certified and hired for a merit position while in holding an exempt appointment an Executive Staff status, individuals shall carry all benefits accrued and retain their original service date, however they will also be required to serve a merit probation period.

~~65.78~~ Exempt at-will Executive Staff employees are at-will with respect to their positions; however, those an exempt at-will Executive Staff employees who previously held a merit position within the UFA who are terminated is removed from their Executive Staff position, with or without cause, will be returned to the previous merit position and rank held. Nothing herein prohibits an Executive Staff employee with such a "right of return" from being terminated from UFA, demoted, or otherwise disciplined for adequate cause. In the event of such an action for cause, the Executive Staff employee will be entitled to the procedural protections afforded to the employee's previously held merit position pursuant to UFA Policy and Procedure.

~~5.8~~ Those Executive Staff employees who were not promoted from did not previously hold a merit position within the UFA will be considered at-will with respect to their employment with UFA and may be terminated for any reason (or no reason), without cause, without notice, and without a pre-termination hearing or other process. However, such employees will receive a payment equal to three months' salary as severance for termination without cause from an exempt at-will position without cause. Nothing herein prohibits an exempt at-will employee with such a "right of return" from being terminated from the UFA for adequate cause. In the event of such termination for cause, the exempt at-will employee will be entitled to the procedural protections afforded the employee's previously held merit position.

~~76.0~~ Exempt Merit Employment.

~~76.1~~ Some positions may be designated as exempt merit in the event the Fire Chief determines that the job position and its duties qualify for FLSA exempt status. Employees in these positions are full-time merit and are also designated as Exempt with regard to the overtime provisions of the FLSA Fair Labor Standards Act ("FLSA") based on a review of the applicable job description and duties.

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76.2 Exempt merit employees will ~~be entitled to all~~ receive the same benefits ~~of as other~~ UFA full-time merit ~~employment employees with the exception of~~ except as listed below:

76.2.1 Exempt merit employees will accrue vacation hours, as a baseline, at the rate of the middle tier established for full-time merit employees. Once an employee meets the criteria for a higher tier as outlined in UFA Policy and Procedure – Vacation, they are eligible to accrue at the higher tier.

76.2.2 Exempt merit employees will track their ~~Use of vacation or sick leave is tracked through completion of~~ by completing an Exempt Employee Leave Usage Form, or other entry into a computerized time keeping system as implemented by the UFA, and is only required for absences of a full day.

76.2.3 Exempt merit employees ~~are only eligible~~ will only receive compensation in the nature of overtime as specifically provided for ~~overtime Compensation as specifically identified~~ xtra compensation for overtime unless specifically identified in UFA Policy and Procedure Overtime and Compensatory Time. Exempt merit status will be reflected in the job description of the position.

87.0 Appointed Employment

The Fire Chief and Chief Legal Officer will be appointed by the Board. The terms and conditions of employment for the Fire Chief and Chief Legal Officer will each be determined by the terms of a written employment agreement approved by the Board and executed by the parties.

98.0 The time that an employee has been employed by an entity that was merged into the UFA, either at the time of its creation or subsequently, will be included in the computation of time the employee has been employed by the UFA for the purposes of this policy in the manner specified in either the agreement merging said entity or separate policy adopted by the Board.

Replaces policy dated ~~January 17, 2006~~ October 17, 2017