

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## UNIFIED FIRE AUTHORITY BOARD AGENDA

October 16, 2018 7:30 a.m.

NOTICE IS HERBY 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

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1. Call to Order – Vice Chair Bush
2. Public Comment  
Please limit comments to three minutes each
3. Minutes Approval – Vice Chair Bush
  - a. September 18, 2018
4. Committee Updates
  - a. Benefits & Compensation Committee (no meeting) – Chair Dahle
  - b. Governance Committee (no meeting) – Chair Silvestrini
  - c. Finance Committee (October 9, 2018 meeting) – Chair Stewart
  - d. Board Policy Committee (no meeting) – Chair Dahle
5. Consent Agenda
  - a. Review of September Disbursements – CFO Hill
6. Brighton Incorporation – Deputy County Mayor Rick Graham
7. Fire Chief Report
  - a. URS Firefighter Contribution Rate
  - b. Overtime Trial Period
  - c. Capital Replacements and Surplus
  - d. Vehicle Policy
  - e. Information Technology Services RFP
  - f. Single Medic Trial Period
8. Quarterly Financial Report - CFO Hill

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 – Vice Chair Bush

**The next Board meeting will be held on November 20, 2018 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 801-743-7220. 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 12<sup>th</sup> day of October 2018 on the UFA bulletin boards, the UFA website [www.unifiedfire.org](http://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.

Michelle Roper, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

September 18, 2018 7:30 a.m.

Emergency Operations Center – 3380 South 900 West SLC, UT 84119

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*Notice: Some Board members may participate by electronic means.*

1. Call to Order  
Quorum was obtained. Chair Dahle called the meeting to order at 7:30 a.m.
2. Public Comment  
None
3. Approval of Minutes  
Mayor Silvestrini moved to approve the minutes from the August 21, 2018 UFA Board Meeting as submitted.  
Councilmember Bush seconded the motion  
All voted in favor
4. Committee Updates
  - Benefits and Compensation Committee
    - No meeting
  - Governance Committee
    - City/Township Interlocal Meetings with CLO Roberts and Chief Petersen have continued
    - Addressing individual conversations regarding Interlocal
    - Governance will review Interlocal
  - Finance Committee  
See Capital Lease information below
  - Board Policy Committee  
No meeting
5. Consent Agenda
  - Review of August disbursements

Mayor Silvestrini moved to approve consent agenda items as submitted

Councilmember Stewart seconded the motion

All voted in favor

6. Consider Resolution 09-2018A to approve Capital Lease with Zions Bank
- RFP awarded to Zions Bank
  - 2.88% interest rate
  - Close on October 1, 2018
    - The interest rate and the ability to draw down on the loan were major factors in the decision
  - Chief Petersen reminded the Board that the full Capital Replacement Plan is on a 2-3 year schedule
    - This will ensure our needs are maintainable for the long-term

Mayor Silvestrini moved to approve Resolution 09-2018A to approve Capital Lease with Zions Bank

Mayor Bush seconded the motion

All voted in favor

7. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2018-2019 Fiscal Year Budget

- Amendments for consideration:
  - Budget/Member Fee reduction resulting from Station 116 reduction from four-person to three-person crew
  - An annual \$12,495.00 additional for lease adjustment
  - Cost to cover upgrade to alerting system in 23 stations
    - VECC will reimburse this purchase
    - This new system allows for all stations to be alerted at the same time rather than sequentially
    - All stations in valley will be on same alert system

Mayor Hale motioned to open Public Hearing to receive and consider comments on proposed Amendments to the 2018-2019 Fiscal Year Budget

Mayor Silvestrini seconded the motion

All voted in favor

Councilmember Stewart motioned to close Public Hearing to receive and consider comments on proposed Amendments to the 2018-2019 Fiscal Year Budget

Councilmember Perry seconded the motion

All voted in favor

8. Consider Resolution 09-2018B to approve a Budget Amendment for the 2018-2019 Fiscal Year

Mayor Silvestrini motioned to approve the Budget Amendment for the 2018-2019 Fiscal Year

Mayor Bush seconded the motion

All voted in favor

9. Consider Resolution 09-2018C to approve the appointment of Larry Meyer and Alan Rindlisbacher to the Merit Commission  
Councilmember Stewart motioned to adopt Resolution No. 09-2018C to approve the appointment of Larry Meyer and Alan Rindlisbacher to the Merit Commission  
Mayor Overson seconded the motion  
All voted in favor

10. Consider Approval of Converting 5 Part-Time positions in Logistics to one Full-Time Position
- No employees will be displaced, positions are currently empty
  - Will result in over \$40,000 in savings
- Councilmember Snelgrove motioned to Approve Converting 5 Part-Time Positions in Logistics to one Full-Time Position  
Mayor Peterson seconded the motion  
All voted in favor

11. Fire Chief Report
- Maintaining 4-Person Staffing Throughout the Shift and Status of Staffing
    - AC Higgs distributed charts of staffing shortages since the first of 2018
    - Challenges causing staffing shortages
      - Resignations and retirements
      - Long-term sick
    - Overtime trial period will end soon
      - There has been some positive impact
      - If this is put into effect in the future, some adjustments will be necessary
    - Managing and refusal of deployment requests has been an ongoing challenge
    - Looking at options for crew members to fulfill commitments (committees, training, etc.) without leaving the station
      - Possibly video conferencing
    - Solutions to overall shortage:
      - Move hiring to annually
      - Mandatory hold over/call back option
    - Chief Petersen stated that an analysis will be done after this trial OT period and results will be provide at next month's Board meeting
      - Will analyze and report on costs and impact of the test period
  - Firefighter Recruitment Update
    - Oral Boards in process
    - 15-20 candidates will move to the background portion
  - URS Firefighter Rate Update
    - Met with insurance industry and they believe there may be an administrative solution
    - Chief Petersen would like to hear conversation from the League of Cities
      - Mayor Dahle will arrange a meeting with the League and include Mayor Silvestrini and Spatafore's to get the issue on everyone's radar
    - Chief Petersen would also like a meeting with Labor, City Managers, Mayors, etc. to combine forces once the list of talking points is established

- Support Services Costs Update
  - Meetings will be complete by the end of September
  - Chief Petersen is pleased with the feedback and the opportunities presented by this exercise
  - Moral within the Divisions is being maintained
  - Once meetings have ended, Command Staff will decide what services will be continued
  
- Schedule Board Study Session on EMS
  - BC Watkins presented an outline of an upcoming workshop
    - Applicable to all member cities, elected officials, and city administrators
    - To provide a working knowledge of the treatment and transport of medical emergencies
    - This training will provide training and knowledge for governing bodies to make informed decisions concerning EMS at UFA

12. Closed Session

None

13. Adjournment

Councilmember Stewart moved to adjourn the meeting

Councilmember Perry seconded the motion

All voted in favor

**BOARD MEMBERS IN ATTENDANCE:**

Mayor Mike Peterson

Mayor Robert Hale

Councilmember Gary Bowen

Councilmember Kathleen Bailey

Mayor Robert Dahle

SLCo Surveyor Reid Demman

Mayor Kristie Overson

Mayor Harris Sondak

Councilmember Allan Perry

Mayor Kelly Bush

Mayor Jeff Silvestrini

Councilmember Sheldon Stewart

Councilmember Richard Snelgrove

Mayor Tom Westmoreland

**BOARD MEMBERS ABSENT:**

Councilmember Eric Ferguson

Councilmember Nicole Martin

**OTHER ATTENDEES:**

Assistant Chief Watson

Assistant Chief Ziolkowski

Assistant Chief Higgs

Division Chief Rhoades

Battalion Chief Mecham

UFGA Counsel Anderson

Deputy Chief Prokopis

Cliff Burningham

Nate Bogenschutz

Chad Simons

Keith Gibson

Jarin Blackham

Battalion Chief Larson

Division Chief Robinson

Bill Brass

Division Chief Case

Embret Fossum

Jeremy Robertson

DOC Nile Easton

CFO Tony Hill

Chief Petersen

Beth Todd-VECC

CLO Brian Roberts

Cynthia Young

Michelle Roper

Brett Wood-Herriman

Arriann Woolf

Talsan Schulzke

Taylor Steven, SL Tribune

Richard White

Eileen Grace

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**SEPTEMBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Sep-18	9/10/2018	1	PAYROLL TRANS FOR 8/31/2018 PAY PERIOD	n/a	\$ 1,525,149.44
Sep-18	9/25/2018	2	PAYROLL TRANS FOR 9/15/2018 PAY PERIOD	n/a	1,469,309.06
Sep-18	9/12/2018	81872	ZIONS PUBLIC FINANCE INC.	1234	812,494.91
Sep-18	9/10/2018	81851	SELECTHEALTH	9302018	528,188.60
Sep-18	9/11/2018	2	URS ACH PAYMENT - 9/10/18 PAYROLL	n/a	446,302.17
Sep-18	9/24/2018	5	URS ACH PAYMENT - 9/25/18 PAYROLL	n/a	433,927.45
Sep-18	9/11/2018	1	EFTPS - 9/10/18 PAYROLL	n/a	316,738.57
Sep-18	9/26/2018	3	EFTPS - 9/25/18 PAYROLL	n/a	299,973.61
Sep-18	9/6/2018	9062018	WELLS FARGO BUSINESS CARD	Multiple	290,901.70
Sep-18	9/26/2018	4	STATE TAX ACH PAYMENT - 9/25/18 PAYROLL	n/a	174,143.41
Sep-18	9/20/2018	81885	MCNEIL & COMPANY, INC	Multiple	87,345.00
Sep-18	9/6/2018	81843	UTAH LOCAL GOVERNMENTS TRUST	Multiple	72,855.76
Sep-18	9/18/2018	81874	PUBLIC EMPLOYEES HEALTH PROGRAM	AUGBILL2018	64,669.89
Sep-18	9/20/2018	81891	STATE OF UTAH - GASCARD	Multiple	58,807.18
Sep-18	9/6/2018	81837	KRONOS INCORPORATED	11344068	51,290.42
Sep-18	9/12/2018	81868	ROCKY MTN POWER	Multiple	29,945.33
Sep-18	9/20/2018	81883	L.N. CURTIS AND SONS	INV211640	26,928.00
Sep-18	9/24/2018	81896	CUSTOM BENEFIT SOLUTIONS, INC.	9252018	22,578.15
Sep-18	9/10/2018	81847	CUSTOM BENEFIT SOLUTIONS, INC.	9102018	22,247.21
Sep-18	9/19/2018	91918	GCS BILLING SERVICES	Multiple	20,789.98
Sep-18	9/6/2018	81844	VLCM	Multiple	17,892.00
Sep-18	9/6/2018	81833	CUSTOM BENEFIT SOLUTIONS	Multiple	17,421.08
Sep-18	9/10/2018	81856	SELECTHEALTH	09302018RET	16,796.80
Sep-18	9/20/2018	81892	UNIFIED FIRE SERVICE AREA	Multiple	15,671.76
Sep-18	9/20/2018	81879	COMCAST	69432841	14,391.16
Sep-18	9/26/2018	81912	MAYORS FINANCIAL ADMIN	MFA0000693	12,222.39
Sep-18	9/20/2018	81893	UNIVERSITY MEDICAL BILLING	Multiple	10,340.00
Sep-18	9/12/2018	81865	PEAKE, LLC	18-12268	9,439.20
Sep-18	9/6/2018	81840	UNIVERSITY MEDICAL BILLING	Multiple	8,349.00
Sep-18	9/6/2018	81832	CODAN RADIO COMMUNICATIONS	U21420	8,062.40
Sep-18	9/24/2018	81898	LOCAL 1696 - IAFF	9252018	7,280.46
Sep-18	9/20/2018	81881	KEDDINGTON & CHRISTENSEN LLC	3120	7,000.00
Sep-18	9/10/2018	81849	LOCAL 1696 - IAFF	9102018	6,996.92
Sep-18	9/26/2018	81915	SHI INTERNATIONAL CORP.	B08809201	6,550.00
Sep-18	9/12/2018	81867	RC WILLEY HOME FURNISHINGS, INC.	Multiple	6,499.87
Sep-18	9/26/2018	81908	CENTURYLINK	Multiple	6,448.33
Sep-18	9/26/2018	92618	APPARATUS EQUIPMENT & SERVICE, INC	Multiple	5,657.30
Sep-18	9/20/2018	81888	ROSENBAUER SOUTH DAKOTA, LLC	76451	5,644.00
Sep-18	9/26/2018	81918	TAYLOR, BRADLEY	9/24/2018	5,000.00
Sep-18	9/26/2018	81911	GALLAGHER BENEFIT SERVICES INC	153498	4,500.00
Sep-18	9/26/2018	81914	ROWLAND, GERALD KIM	9/1/2018	4,166.67
Sep-18	9/12/2018	81859	ALLSTEEL INC.	Multiple	3,707.75
Sep-18	9/19/2018	91919	NAPA AUTO PARTS	Multiple	3,586.92
Sep-18	9/6/2018	81842	UTAH CORRECTIONAL INDUSTRIES	Multiple	3,515.70
Sep-18	9/20/2018	81887	ROBERT HALF INTERNATIONAL	Multiple	3,420.00
Sep-18	9/24/2018	81904	WELLS FARGO ADVISORS, FBO UFA#4064-8710	9252018	2,663.89
Sep-18	9/6/2018	81834	DEPARTMENT OF HEALTH	19EM000018	2,508.00
Sep-18	9/10/2018	81846	PAYROLL TRANS FOR 8/31/18 - MANUAL CHECK	n/a	2,306.25
Sep-18	9/18/2018	9	TRANSFER FUNDS FOR PATIENT REFUNDS - 09/18/18	n/a	2,297.11
Sep-18	9/26/2018	81909	CUSTOM BENEFIT SOLUTIONS	Multiple	2,257.90
Sep-18	9/26/2018	92619	WEIDNER FIRE	Multiple	2,180.35
Sep-18	9/12/2018	81864	MIDWEST COMMERCIAL INTERIORS	142380	2,142.82
Sep-18	9/10/2018	81848	FIREFIGHTERS CREDIT UNION	09102018TV	2,103.93
Sep-18	9/24/2018	81905	FIREFIGHTERS CREDIT UNION	09252018TV	2,095.81
Sep-18	9/10/2018	81850	OFFICE OF RECOVERY SERVICES	9102018	2,059.76
Sep-18	9/24/2018	81899	OFFICE OF RECOVERY SERVICES	9252018	1,911.45

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\2018-09 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**SEPTEMBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Sep-18	9/20/2018	81882	KRONOS INCORPORATED	11357413	1,750.00
Sep-18	9/12/2018	81871	WASATCH FRONT WASTE & RECYCLING DISTRICT	Multiple	1,736.00
Sep-18	9/10/2018	81855	FIREFIGHTERS CREDIT UNION	09102018SF	1,650.17
Sep-18	9/24/2018	81897	FIREFIGHTERS CREDIT UNION	09252018SF	1,641.01
Sep-18	9/12/2018	81863	KRONOS INCORPORATED	11357168	1,625.00
Sep-18	9/6/2018	81841	UTAH BROADBAND, LLC	Multiple	1,592.00
Sep-18	9/30/2018	10	TO RECORD AMBULANCE RELATED BANK FEES - SEPTEMBER	n/a	1,482.67
Sep-18	9/24/2018	81900	PUBLIC EMPLOYEES LT DISABILITY	9252018	1,327.16
Sep-18	9/26/2018	81917	ZOLL MEDICAL CORPORATION	2746758	1,217.70
Sep-18	9/26/2018	81906	A TO Z LANDSCAPING, INC.	Multiple	1,185.51
Sep-18	9/6/2018	81835	DOMINION ENERGY	Multiple	1,113.62
Sep-18	9/20/2018	81876	CANON FINANCIAL SERVICES, INC.	Multiple	1,063.03
Sep-18	9/20/2018	81884	MAYORS FINANCIAL ADMIN	SLC0000212A	982.50
Sep-18	9/20/2018	81875	A TO Z LANDSCAPING, INC.	21200A	835.33
Sep-18	9/5/2018	90519	WEIDNER FIRE	52318	653.05
Sep-18	9/26/2018	81910	DOMINION ENERGY	Multiple	641.70
Sep-18	9/20/2018	81894	UTAH BROADBAND, LLC	Multiple	597.00
Sep-18	9/20/2018	81890	SNOWBIRD RESORT LLC	Multiple	562.98
Sep-18	9/12/2018	81860	CENTURYLINK	Multiple	515.29
Sep-18	9/12/2018	81866	PITNEY BOWES GLOBAL	3306956167	433.62
Sep-18	9/30/2018	11	TO RECORD BANK FEES - SEPTEMBER BANKING	n/a	423.14
Sep-18	9/20/2018	81895	WFCA: THE DAILY DISPATCH	2018-0720	405.00
Sep-18	9/6/2018	81836	FORMAN, CHAD	1008	400.00
Sep-18	9/10/2018	81853	UTAH RETIREMENT SYSTEMS	07112018MISC	395.26
Sep-18	9/6/2018	81838	ROBERT HALF INTERNATIONAL	51498705	380.00
Sep-18	9/20/2018	81889	SHRED-IT USA	Multiple	371.44
Sep-18	9/6/2018	81845	WORKFORCEQA, LLC	527856	368.50
Sep-18	9/12/2018	81861	COPPERTON IMPROVEMENT DISTRICT	W-#115 8/18	218.50
Sep-18	9/26/2018	81916	UTAH BROADBAND, LLC	759078	199.00
Sep-18	9/17/2018	6	TRANSFER CASH TO EOC TO CORRECT BENEFIT ALLOCATIONS	n/a	198.28
Sep-18	9/20/2018	81886	ROADPOST USA, INC	RU08170482A	185.55
Sep-18	9/6/2018	81830	CENTURYLINK	Multiple	150.38
Sep-18	9/12/2018	81862	FORTE OF UTAH	31754	136.30
Sep-18	9/12/2018	81858	A.J. ART & FRAME	8/28/2018	136.10
Sep-18	9/10/2018	81852	UNIFIED POLICE FEDERATION	9102018	133.00
Sep-18	9/24/2018	81901	UNIFIED POLICE FEDERATION	9252018	133.00
Sep-18	9/5/2018	90518	A COMPANY INC-SLC	A-954748	127.00
Sep-18	9/20/2018	81880	DOMINION ENERGY	Multiple	113.67
Sep-18	9/12/2018	81869	SALT LAKE COUNTY SERVICE AREA #3	W/S-#113 8/18	96.64
Sep-18	9/6/2018	81831	CENTURYLINK	CL-FIRE 9/18B	70.54
Sep-18	9/24/2018	81902	UTAH RETIREMENT SYSTEMS	09132018MES	51.72
Sep-18	9/20/2018	81877	CENTURYLINK	1449367853	46.09
Sep-18	9/10/2018	81854	UTAH STATE TAX COMMISSION	09102018SC	40.00
Sep-18	9/24/2018	81903	UTAH STATE TAX COMMISSION	09252018SC	40.00
Sep-18	9/20/2018	81878	CENTURYLINK	TL-USAR 9/18B	35.24
Sep-18	9/12/2018	81870	SATCOM GLOBAL INC.	AI09180842	34.04
Sep-18	9/26/2018	81907	CENTURYLINK	1450235572	15.81
Sep-18	9/6/2018	81839	ROCKY MOUNTAIN WATER COMPANY	42113	15.00
Sep-18	9/26/2018	81913	ROCKY MOUNTAIN WATER COMPANY	45720	12.40
Sep-18	9/18/2018	78931	STATEFIRE DC SPECIALTIES, LLC	U127265	(124.00)
Sep-18	9/12/2018	81814	ROSENBAUER SOUTH DAKOTA, LLC	76451	(6,006.00)
					<b><u>7,011,079.76</u></b>

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

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - SPECIAL REVENUE FUND**  
**SEPTEMBER 2018**

<u>GL Period</u>	<u>Check Date</u>	<u>Ref#</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Check Amount</u>
Sep-18	9/6/2018	7088	THERMO KING INTERMOUNTAIN INC.	PS-0070515	\$ 79,952.80
Sep-18	9/26/2018	7103	ARCHITECTURAL NEXUS, INC.	19539	6,795.00
Sep-18	9/12/2018	7091	ROCKY MTN POWER	E-EOC 8/18	5,027.55
Sep-18	9/20/2018	7096	MAYORS FINANCIAL ADMIN	SLC0000212B	2,340.43
Sep-18	9/6/2018	7087	MCINNIS, JAN	9/4/2018	2,000.00
Sep-18	9/20/2018	7095	COMPUNET, INC.	Multiple	1,966.64
Sep-18	9/20/2018	7100	STATE OF UTAH - GASCARD	Multiple	1,761.61
Sep-18	9/26/2018	7105	MAYORS FINANCIAL ADMIN	FAC0000346	1,227.98
Sep-18	9/20/2018	7101	SYRINGA NETWORKS, LLC	18SEP0238	1,175.00
Sep-18	9/6/2018	7089	UTAH LOCAL GOVERNMENTS TRUST	1569706C	919.70
Sep-18	9/20/2018	7097	MONSEN ENGINEERING LLC	582944	853.00
Sep-18	9/26/2018	7104	CENTURYLINK	TL-EOC 9/18	847.96
Sep-18	9/26/2018	7102	A TO Z LANDSCAPING, INC.	Multiple	790.35
Sep-18	9/20/2018	7094	A TO Z LANDSCAPING, INC.	21200B	556.89
Sep-18	9/12/2018	7090	CITY OF SOUTH JORDAN	529	505.00
Sep-18	9/6/2018	7086	DOMINION ENERGY	G-EOC 8/18	284.38
Sep-18	9/18/2018	7093	PUBLIC EMPLOYEES HEALTH PROGRAM	08312018EOC	262.92
Sep-18	9/12/2018	91218	GOLD CUP SERVICES INC.	659284	174.75
Sep-18	9/12/2018	91219	WAXIE SANITARY SUPPLY	77696894	159.28
Sep-18	9/20/2018	7099	SHRED-IT USA	8125547527D	145.73
Sep-18	9/20/2018	7098	ROADPOST USA, INC	RU08170482B	61.85
Sep-18	9/12/2018	7092	WASATCH FRONT WASTE & RECYCLING DISTRICT	5018C	50.00
Sep-18	9/19/2018	91920	WAXIE SANITARY SUPPLY	77706034	33.13
					<b>\$ 107,891.95</b>



**Ralph Chamness**  
Chief Deputy  
Civil Division

**SIM GILL**  
DISTRICT ATTORNEY

**Jeffrey William Hall**  
Chief Deputy  
Justice Division

**Lisa Ashman**  
Administrative  
Operations

**Blake Nakamura**  
Chief Deputy  
Justice Division

October 8, 2018

Rick Graham  
Deputy Mayor  
2001 S. State Street N2-100  
Salt Lake City, UT 84190

Subject: Funding Public Safety Services in Brighton

Dear Rick:

You have recently asked for a legal opinion from our office regarding the future of funding public safety services in Brighton, should it incorporate as a town. At this time, those services in Brighton – including police patrol, fire and paramedic services – are funded by Salt Lake County, using moneys from the county general fund. The law regarding how the county pays for municipal services in the unincorporated areas is set out in state statute and Utah case law and those laws establish specific procedures and requirements for funding municipal services.

"Municipal service" means a government service or function which is similar to those provided by municipalities to their citizens. Salt Lake County provides some municipal services in the unincorporated areas of the county. These functions are not provided on a county-wide basis, in that they are not available to residents living within municipalities. Municipal services are defined in state statute to include the following: police patrol, fire protection, water service, water conservation, local parks, sewage, cemeteries, garbage, street lighting, planning and zoning, code enforcement, animal control, building inspection, code enforcement, business licensing, local streets and roads, curbs, gutters, sidewalks, snow removal, ambulance, and paramedic service. See Utah Code Ann, Sections 17-34-1(1)(c) and 17-36-3(23).

When a county provides any of these municipal services in such a way that they are available exclusively or primarily to residents in the unincorporated areas and not in municipalities, the municipal services may only be funded by taxes and fees raised from the unincorporated area – that is, the municipal services fund. If money from the county-wide general fund is used, it will result in "double taxation." This concept is so called because the residents of cities would be taxed twice for services, once for the municipal services they receive from their city and once for the municipal services they do not receive from the county. The practice is prohibited by statute and by a decision of the Utah Supreme Court. See Utah Code Ann, Section 17-34-1(2), and Salt Lake City Corp. v. Salt Lake County, 550 P.2d 1291 (1976).

Rick Graham  
October 8, 2018  
Page 2

In order to comply with the statute and Supreme Court decision, Salt Lake County established a municipal services fund in the late 1970s to provide municipal services to unincorporated areas outside municipalities. With the recent creation of the Municipal Services District, most of those monies are now transferred from Salt Lake County to the MSD for public works-related municipal services.

There is a variation in this rule, also provided by statute. A county may designate an unincorporated location as a "recreational area" if it includes canyons, ski resorts, wilderness areas, lakes and reservoirs, campgrounds, and picnic areas and if the county legislative body makes a finding that the area is regularly used by residents from both cities and unincorporated areas. In the 1990s, the County designated the mountain and canyon areas east of the valley as a recreational area. When a county makes such a designation, it may use general fund money – that is, it is not limited solely to municipal services funds – to provide fire, paramedic and police protection services. Thus, while other municipal services would still be funded only by money from the unincorporated areas, public safety services in a recreational area may be funded by county-wide money. Utah Code Ann, Section 17-34-1(5).

However, when a municipality within a designated recreational area incorporates, the rule allowing use of general funds for public safety services changes. Currently, the law permitting the county to use general fund money for public safety in the canyons expressly limits the use of those funds to services only to areas "outside the limits of cities and towns." Utah Code Ann, section 17-34-1(5)(b). Based on this statutory limitation, the county may not legally rely on the recreational area exception to use general funds to pay for public safety services within any municipality in the canyons, including a newly incorporated Brighton.

I hope this adequately responds to your question. If you need further information, please let me know.

Sincerely,



Gavin J. Anderson  
Division Administrator

# UNIFIED FIRE AUTHORITY

## Rules, Policies and Procedures

Volume I  
*UFA Board Administrative  
Code of Policies and  
Procedures*

Chapter 5  
*Vehicles*

Section 5  
*Marking of Unified Fire  
Authority Vehicles*

### **PURPOSE:**

To conform to IRS Regulations regarding Qualified Nonpersonal Use of Unified Fire Authority (UFA) Vehicles.

### **REFERENCES:**

[Internal Revenue Bulletin 2010-23](#)

[I.R.S. Publication 15-B Employer's Guide to Fringe Benefits](#)

[UFA Policy and Procedure – Staff Vehicle Assignment and Use](#)

### **DEFINITIONS:**

**“Clearly Marked”** – A vehicle is clearly marked if, through painted insignia or words, it is readily apparent that the vehicle is a police, fire or public safety vehicle.

**Qualified Nonpersonal Use Vehicle** – Means any vehicle, which by its nature (that is, design), is not likely to be used more than a de minimis amount for personal purposes.

### **POLICY:**

Except as provided in IRS regulations governing unmarked law enforcement vehicles, all Unified Fire Authority (UFA) vehicles owned, leased for use, or operated by the UFA shall display an identification marking that it is plainly visible at all times.

- 1.0 The identification mark shall be clear, distinct, and kept free from defacement, mutilation, grease, and other obscuring matter so that it is plainly visible at all times.
- 2.0 All identification markings must be approved by the Fire Chief prior to use.
  - 2.1 Passenger vehicles and light trucks shall be minimally marked with an 11 inch UFA Shield on the driver's side and passenger side front doors, an 8.25 inch UFA Shield on the rear of the vehicle and a fleet assigned unit number sticker on the passenger side of the rear bumper. Heavy fleet, Wildland vehicles, service vehicles and off-road equipment shall be clearly marked on each front door.
- 3.0 Each person operating a UFA vehicle without the proper designation is guilty of an infraction and possibly subject to personal liability with the I.R.S. (see [I.R.S. Pub. 15-B](#) General Valuation Rule).
  - 3.1 Removing an identification marking from a UFA vehicle is a violation of policy and subject to discipline.
- 4.0 Unmarked law enforcement vehicles for use by a UFA “law enforcement officer”, (as defined in I.R.S. Bulletin 2010-23) are exempt from the requirements of this section.

**UNIFIED FIRE AUTHORITY**  
**Rules, Policies and Procedures**

Volume I  
*UFA Board Administrative  
Code of Policies and  
Procedures*

Chapter 5  
*Vehicles*

Section 5  
*Marking of Unified Fire  
Authority Vehicles*

- 5.0 UFA vehicle use shall be in accordance with UFA Policy and Procedure – Staff Vehicle Assignment and Use.

Draft policy dated October 3, 2018

DRAFT

**UNIFIED FIRE AUTHORITY**  
**Rules, Policies and Procedures**

Volume I  
*UFA Board Administrative  
Code of Policies and  
Procedures*

Chapter 5  
*Vehicles*

Section 3  
*Staff Vehicle  
Assignment, Use and  
Reimbursement*

**REFERENCE:**

[UFA Policy and Procedure – Drug and Alcohol Testing/Drug Free Workplace](#)

[UFA Policy and Procedure – Marking of Unified Fire Authority Vehicles](#)

[UFA Policy and Procedure – Business Travel](#)

[Mileage Reimbursement Form](#)

[I.R.S. Publication 15-B](#)

[29 CFR §785.33 Travel Time](#)

[Utah Code Annotated 63G-2-103\(12\)](#)

**PURPOSE:**

Unified Fire Authority (UFA) vehicle reimbursement or vehicles are provided to employees to ensure operational effectiveness and incident support during emergencies as well as to ensure the non-emergency business continuity of the UFA.

**DEFINITIONS:**

*Mileage Allowance* – Payment of the Internal Revenue Service (IRS) standard mileage reimbursement for miles traveled on Unified Fire Authority (UFA) business using the eligible employee's personal car. The standard mileage rate is determined by the IRS and is routinely adjusted, but not more than once per year.

**POLICY:**

The Fire Chief or designee shall determine the job categories requiring around-the-clock coverage that are most efficiently accomplished by assigning vehicles or providing a vehicle stipend to specifically identified staff employees.

1.0 Category A:

1.1 Positions in this category are expected to travel around the Unified Fire Authority (UFA) service area routinely and are often asked to return to work outside of normal work hours. Some positions in this category are in a department-required rotational standby and receive compensation, beginning July 1, 2018, for this required availability; others may be requested to respond to a call-out if available. Positions in this category may take their work vehicle home if they are within 15 miles of the UFA service area. They may park the work vehicle at the most convenient UFA facility and change into their personal vehicle for commutes that are not within 15 miles of the UFA service area. This applies to positions that are on-call as well.

1.1.1 The use of a UFA vehicle for official UFA business beyond the 15-mile limit will be in accordance with UFA Policy and Procedure – Business Travel.

**UNIFIED FIRE AUTHORITY**  
**Rules, Policies and Procedures**

Volume I  
*UFA Board Administrative  
Code of Policies and  
Procedures*

Chapter 5  
*Vehicles*

Section 3  
*Staff Vehicle  
Assignment, Use and  
Reimbursement*

- 1.2 These positions are issued a vehicle or may take a \$350 monthly stipend. This is the employee's choice for positions that do not require a specialized vehicle.
- 1.3 The allowance provides the funding for employees to drive their personal vehicle in the UFA service area. If traveling for department business over 60 miles from the UFA service area, employees will be eligible for a pool car or mileage reimbursement at the current IRS rate. If the position requires a radio, the UFA will provide the equipment and installation. Operating "Code 3" (10-39) is not authorized for private vehicles. However, if the position requires some safety lights to either stop on the side of the road or make it easier to proceed through roadblocks during incidents; those lights will be installed as well. If it becomes necessary to reinstall safety lights, UFA will cover the cost of reinstallation after a two-year period. If less than two years, the reinstallation costs will be the employee's responsibility.

***Current employees in this category may elect to take the vehicle or a stipend. If accepting a stipend, the employee must carry an appropriate vehicle insurance policy, covering their usage during work. If accepting to retain the department vehicle, the commute limitation will be waived. Employees taking positions after (enter Policy Date) will not have this option.***

2.0 Category B:

- 2.1 Positions in this category require a vehicle to perform their work, but are not typically asked to return to work outside of normal work hours. These positions require a specific vehicle assigned to them while at work but may not take their vehicle home. There will be no option for a vehicle allowance or stipend.

***Current employees in this category who have been issued a department vehicle may continue using their assigned vehicle and drive the vehicle to and from home while in their current assignment. Individuals may elect to receive a \$100 monthly stipend and utilize a department car while at work. If electing to receive a stipend, the vehicle is not to be driven to and from work except in specific circumstances, such as being on the call-out rotation. Employees taking positions after (enter Policy Date) will not have this option.***

3.0 Category C:

- 3.1 Positions in this category periodically require the use of a vehicle for department business. In these circumstances, individuals will have the choice of utilizing a pool vehicle or receiving mileage reimbursement at the IRS Standard Mileage Rate for usage of their own vehicle (see paragraph 8.0).
- 3.2 These positions may not take the pool vehicle home or use for personal business. There will be no option for a vehicle allowance or stipend.

**UNIFIED FIRE AUTHORITY**  
**Rules, Policies and Procedures**

Volume I  
*UFA Board Administrative  
Code of Policies and  
Procedures*

Chapter 5  
*Vehicles*

Section 3  
*Staff Vehicle  
Assignment, Use and  
Reimbursement*

***Current employees in this category who have been issued a department vehicle may continue using their assigned vehicle and drive the vehicle to and from home while in their current assignment. Individuals may elect to receive a \$100 monthly stipend and utilize a department car while at work. If electing to receive a stipend, the vehicle is not to be driven to and from work except in specific circumstances. Employees taking positions after (enter Policy date) will not have this option.***

- 4.0 If any changes in an employee's category should be needed, such change must be requested via the chain of command and approved by the Fire Chief.
- 5.0 When there are personnel changes or when vehicle assignments change, the Section Chief/Division Chief shall report those changes to the Logistics Division Chief, to allow for tracking those changes.
- 6.0 For Divisions/Programs that are funded and governed, all or partially, outside of the UFA's budget, the category designations will be such that they match expectations and practices of the governing bodies requirements and as such, may be different than UFA's category designations. Emergency Management is one example; this Division is funded by Salt Lake County.
- 7.0 Those individuals who are not required to be on call and are commuting to and from home may be required to have the value of that portion of the department vehicles' personal use to be reported to the Internal Revenue Service (IRS) as compensation and a taxable fringe benefit.
- 8.0 Mileage Reimbursement:
- 8.1 Employees who occasionally drive their personal vehicle as part of their regular job responsibilities will be reimbursed for eligible department related business mileage at the current cents-per-mile rate as determined by the IRS.
- 8.2 Application for reimbursement may be made monthly using the Mileage Reimbursement form. Requests for Reimbursement shall not be submitted more often than once a month, but shall be submitted at least annually (before the close of the fiscal year) for the amount accumulated, in order that the funds may be paid out from the same fiscal year in which the expense occurred.
- 9.0 Any employee using a UFA vehicle must demonstrate prudent use of the vehicle at all times and may be required to justify its use at any time.

Replaces policy dated November 10, 2015

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF SEPTEMBER 30, 2018**

<b>FIRE REVENUES</b>	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
Alta	\$ 36,138	\$ 144,552	\$ 108,414	25.0
Cottonwood Heights	908,292	3,633,166	2,724,875	25.0
Unified Fire Service Area	11,566,711	46,266,842	34,700,132	25.0
Holladay	615,137	2,460,548	1,845,411	25.0
MIDA contract	-	51,000	51,000	0.0
MEMBER FEES & SERVICE CONTRACTS	<u>13,126,277</u>	<u>52,556,108</u>	<u>39,429,831</u>	25.0
Ambulance service fees	817,077	7,000,000	6,182,923	11.7
Collections revenues	42,329	-	(42,329)	0.0
AMBULANCE OPERATIONS	<u>859,406</u>	<u>7,000,000</u>	<u>6,140,594</u>	12.3
SL County canyon recreation area fees	1,587,857	3,175,713	1,587,857	50.0
Witness/jury duty fees	37	-	(37)	0.0
CERT class fees	160	7,200	7,040	2.2
Fire and medical report fees	1,165	4,500	3,335	25.9
Hazmat & tank permit fees	34,630	115,000	80,370	30.1
Firewatch	3,375	10,000	6,625	33.8
Fireworks permit fees	1,195	5,000	3,805	23.9
CPR class fees	1,395	10,000	8,605	14.0
EMT school fees	32,650	60,000	27,350	54.4
Event billings - Information Outreach	2,080	29,400	27,320	7.1
Event billings - Special Enforcement	-	6,000	6,000	0.0
Exam fees	-	7,500	7,500	0.0
OTHER FEES	<u>1,664,544</u>	<u>3,430,313</u>	<u>1,765,769</u>	48.5
UFSA management fees	-	284,696	284,696	0.0
Miscellaneous intergovernmental	-	982,804	982,804	0.0
INTERGOVERNMENTAL REVENUES	<u>-</u>	<u>1,267,500</u>	<u>1,267,500</u>	0.0
Federal grants	(27,925)	-	27,925	0.0
Donations	4,500	-	(4,500)	0.0
GRANTS AND DONATIONS	<u>(23,425)</u>	<u>-</u>	<u>23,425</u>	0.0
Interest income	85,144	100,000	14,856	85.1
Sale of materials	929	-	(929)	0.0
Rental income	7,908	94,896	86,988	8.3
USAR reimbursements	16,525	563,617	547,092	2.9
Miscellaneous revenues	728	30,466	29,738	2.4
MISCELLANEOUS INCOME	<u>111,234</u>	<u>788,979</u>	<u>677,745</u>	14.1
Transfer from Emergency Services fund	-	125,000	125,000	0.0
Appropriation of fund balance	-	2,409,734	2,409,734	0.0
OTHER FINANCING SOURCES	<u>-</u>	<u>2,534,734</u>	<u>2,534,734</u>	0.0
<b>TOTAL FIRE REVENUES</b>	<u><b>\$ 15,738,035</b></u>	<u><b>\$ 67,577,634</b></u>	<u><b>\$ 51,839,599</b></u>	<b>23.3</b>

*Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.*

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF SEPTEMBER 30, 2018**

FIRE EXPENDITURES	Total	Budget	Unexpended	% of Budget
Salaries & wages	8,150,783	35,123,807	26,973,024	23.2
Overtime	1,230,070	3,118,150	1,888,080	39.4
Benefits	4,007,524	16,163,777	12,156,253	24.8
SALARIES & BENEFITS	<u>\$ 13,388,377</u>	<u>\$ 54,405,734</u>	<u>\$ 41,017,357</u>	<u>24.6</u>
Art & photo services	-	1,000	1,000	0.0
Awards & banquet	1,425	45,000	43,575	3.2
Bank fees	1,643	-	(1,643)	0.0
Community outreach	-	3,500	3,500	0.0
Honor guard & pipe band	-	9,000	9,000	0.0
Identification supplies	368	10,500	10,132	3.5
Line of duty death	8,372	-	(8,372)	0.0
Office supplies	10,060	54,750	44,690	18.4
Postage	1,040	13,450	12,410	7.7
Printing charges	3,621	17,998	14,377	20.1
Subscriptions & memberships	8,902	43,125	34,223	20.6
GENERAL & ADMINISTRATIVE	<u>\$ 35,431</u>	<u>\$ 198,323</u>	<u>\$ 162,892</u>	<u>17.9</u>
Bedding & linen	4,574	15,000	10,426	30.5
Books, publications & subscriptions	12,187	50,923	38,736	23.9
Clothing provisions	819	455,981	455,162	0.2
Dining & kitchen supplies	670	5,000	4,330	13.4
Emergency activations	-	1,000	1,000	0.0
Food provisions	12,766	45,800	33,034	27.9
Gasoline, diesel, oil & grease	98,558	445,000	346,442	22.1
Janitorial supplies and service	10,354	50,000	39,646	20.7
Medical supplies	91,929	508,000	416,071	18.1
Physical exams	20,243	163,500	143,257	12.4
Canine expenses	412	5,000	4,588	8.2
Expenses to be reimbursed by related organization(s)	3,246	12,000	8,754	27.1
OPERATING COSTS	<u>\$ 255,758</u>	<u>\$ 1,757,204</u>	<u>\$ 1,501,446</u>	<u>14.6</u>
Liability insurance	266,656	450,000	183,344	59.3
Ambulance - State Medicaid assessment	-	300,000	300,000	0.0
UCANN	-	45,000	45,000	0.0
Dispatch service contract	370,472	758,700	388,228	48.8
CONTRACTUAL COSTS	<u>\$ 637,128</u>	<u>\$ 1,553,700</u>	<u>\$ 916,572</u>	<u>41.0</u>
Auditor	8,900	8,900	-	100.0
Contract hauling	-	1,000	1,000	0.0
Intergovernmental expenditures	-	4,000	4,000	0.0
Professional fees	72,026	424,785	352,759	17.0
Ambulance service fees	(13,013)	315,000	328,013	-4.1
PROFESSIONAL SERVICES	<u>\$ 67,913</u>	<u>\$ 753,685</u>	<u>\$ 685,772</u>	<u>9.0</u>
GRANT PURCHASES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0</u>
Miscellaneous rental	4,933	35,000	30,067	14.1
Rent of buildings	48,890	147,000	98,110	33.3
RENT	<u>\$ 53,823</u>	<u>\$ 182,000</u>	<u>\$ 128,177</u>	<u>29.6</u>

Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - GENERAL FUND (FIRE)  
AS OF SEPTEMBER 30, 2018**

FIRE EXPENDITURES (Continued)	Total	Budget	Unexpended	% of Budget
Facilities maintenance charge	-	3,000	3,000	0.0
Maintenance of machinery & equipment	16,039	146,000	129,961	11.0
Maintenance of buildings & grounds	47,787	255,000	207,213	18.7
Maintenance of office equipment	-	2,000	2,000	0.0
Software maintenance	140,834	422,850	282,016	33.3
Vehicle maintenance	126,581	800,000	673,419	15.8
Vehicle repairs - accident related	20,145	50,000	29,855	40.3
REPAIR & MAINTENANCE	<u>\$ 351,386</u>	<u>\$ 1,678,850</u>	<u>\$ 1,327,464</u>	<u>20.9</u>
Communications equipment	914	85,000	84,086	1.1
Computer equipment	10,532	141,500	130,968	7.4
Computer software	594	19,000	18,406	3.1
Small equipment noncapital	62,178	518,722	456,544	12.0
Small equipment - photography	-	1,000	1,000	0.0
Training props	3,664	55,000	51,336	6.7
Visual & audio aids	-	4,000	4,000	0.0
SOFTWARE & EQUIPMENT	<u>\$ 77,882</u>	<u>\$ 824,222</u>	<u>\$ 746,340</u>	<u>9.4</u>
Education, training & certifications	15,565	180,155	164,590	8.6
Travel & transportation	9,913	120,000	110,087	8.3
Mileage reimbursement	317	2,000	1,683	15.9
TRAINING & TRAVEL	<u>\$ 25,795</u>	<u>\$ 302,155</u>	<u>\$ 276,360</u>	<u>8.5</u>
Computer lines	47,916	195,000	147,084	24.6
Heat & fuel	3,782	130,000	126,218	2.9
Light & power	59,496	315,000	255,504	18.9
Sanitation	5,131	32,000	26,869	16.0
Telephone	24,241	95,500	71,259	25.4
Telephone - cellular	34,759	183,000	148,241	19.0
Water & sewer	14,823	78,700	63,877	18.8
UTILITIES	<u>\$ 190,148</u>	<u>\$ 1,029,200</u>	<u>\$ 839,052</u>	<u>18.5</u>
Capital outlay	760,742	1,052,076	291,334	72.3
Principal payment on capital lease	812,495	3,312,497	2,500,002	24.5
Principal payment on related party note payable	27,060	109,881	82,821	24.6
Interest expense	19,955	286,384	266,429	7.0
CAPITAL OUTLAY & LONG-TERM DEBT	<u>\$ 1,620,252</u>	<u>\$ 4,760,838</u>	<u>\$ 3,140,586</u>	<u>34.0</u>
TRANSFER TO WILDLAND	-	100,000	100,000	0.0
CONTRIBUTION TO FUND BALANCE	-	31,723	31,723	0.0
FUND TRANSFERS & CONTRIBUTIONS	<u>\$ -</u>	<u>\$ 131,723</u>	<u>\$ 131,723</u>	<u>0.0</u>
<b>TOTAL FIRE EXPENDITURES</b>	<u><b>\$ 16,703,893</b></u>	<u><b>\$ 67,577,634</b></u>	<u><b>\$ 50,873,741</b></u>	<u><b>24.7</b></u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (965,858)</b></u>	<u><b>\$ -</b></u>		

*Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.*

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - ENTERPRISE FUND (WILDLAND)  
AS OF SEPTEMBER 30, 2018**

<b>WILDLAND REVENUES</b>	<u>Total</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
Wildland reimbursements - Hand crew	738,389	765,000	26,611	96.5
Wildland reimbursements - Engine 302	206,619	215,000	8,381	96.1
Wildland reimbursements - Engine 301	32,576	20,000	(12,576)	162.9
Wildland reimbursements - Single resource	383,654	800,000	416,346	48.0
Wildland reimbursements - Camp Williams	80,075	100,000	19,925	80.1
Camp Williams	139,250	557,000	417,750	25.0
Transfer from General Fund	-	100,000	100,000	0.0
Donations	600	-	(600)	0.0
<b>TOTAL WILDLAND REVENUES</b>	<b><u>\$ 1,581,164</u></b>	<b><u>\$ 2,557,000</u></b>	<b><u>\$ 975,836</u></b>	<b>61.8</b>

<b>WILDLAND EXPENSES</b>	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	1,363,564	2,022,556	658,992	67.4
Awards	-	3,500	3,500	0.0
Books, publications & subscriptions	-	1,050	1,050	0.0
Capital outlay	-	84,500	84,500	0.0
Clothing provisions	-	33,500	33,500	0.0
Communication equipment	-	2,500	2,500	0.0
Capital lease payments	-	84,737	84,737	0.0
Computer equipment	-	7,000	7,000	0.0
Computer lines	133	2,200	2,067	6.0
Education, training & certifications	-	2,000	2,000	0.0
Food provisions	2,295	8,200	5,905	28.0
Gasoline, diesel, oil & grease	15,623	16,000	377	97.6
Heat & fuel	43	1,500	1,457	2.9
Interest expense	-	7,057	7,057	0.0
Janitorial supplies and service	-	500	500	0.0
Light & power	389	900	511	43.2
Maintenance of machinery & equipment	-	500	500	0.0
Maintenance of buildings	-	16,500	16,500	0.0
Maintenance of office equipment	-	1,000	1,000	0.0
Medical supplies	-	1,500	1,500	0.0
Office supplies	175	1,000	825	17.5
Postage	-	50	50	0.0
Physical exams	-	10,850	10,850	0.0
Sanitation	-	1,500	1,500	0.0
Small equipment	3,739	84,000	80,261	4.5
Subscriptions & memberships	305	900	595	33.9
Telephone services	558	7,500	6,942	7.4
Travel & transportation	87,236	130,000	42,764	67.1
Vehicle maintenance	17,976	21,500	3,524	83.6
Water & sewer	-	2,500	2,500	0.0
<b>TOTAL WILDLAND EXPENSES</b>	<b><u>\$ 1,492,036</u></b>	<b><u>\$ 2,557,000</u></b>	<b><u>\$ 1,064,964</u></b>	<b>58.4</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b><u>\$ 89,128</u></b>	<b><u>\$ -</u></b>		

*Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.*

**UNIFIED FIRE AUTHORITY**  
**REVENUES AND EXPENDITURES - SPECIAL REVENUE FUND (EMERGENCY SERVICES)**  
**AS OF SEPTEMBER 30, 2018**

<b>EOC REVENUES</b>	<u>Actual</u>	<u>Budget</u>	<u>Unearned</u>	<u>% of Budget</u>
SL County emergency fees	\$ 1,093,229	\$ 2,186,457	\$ 1,093,229	50.0
Federal grants	-	100,000	100,000	0.0
Federal grants - CCTA	-	474,011	474,011	0.0
Miscellaneous intergovernmental	27,528	55,000	27,472	50.1
Interest income	5,115	-	(5,115)	0.0
<b>TOTAL EOC REVENUES</b>	<b><u>\$ 1,125,871</u></b>	<b><u>\$ 2,815,468</u></b>	<b><u>\$ 1,689,597</u></b>	<b>40.0</b>

<b>EOC EXPENDITURES</b>	<u>Total</u>	<u>Budget</u>	<u>Unexpended</u>	<u>% of Budget</u>
Salaries & benefits	\$ 272,488	\$ 1,514,470	\$ 1,241,982	18.0
Books, publications & subscriptions	-	1,000	1,000	0.0
Capital outlay	-	125,000	125,000	0.0
Clothing provisions	-	15,000	15,000	0.0
Communication equipment	5,227	36,300	31,073	14.4
Community outreach	3,164	15,000	11,836	21.1
Computer equipment	25,356	40,000	14,644	63.4
Computer software	-	5,000	5,000	0.0
Education, training & certifications	3,257	32,000	28,743	10.2
Emergency activations	8,264	25,000	16,736	33.1
Maintenance of building & grounds	9,829	85,000	75,171	11.6
Maintenance of machinery & equipment	540	1,000	460	54.0
Maintenance of office equipment	-	10,000	10,000	0.0
Food provisions	1,271	25,000	23,729	5.1
Gasoline, diesel, gas & grease	2,404	25,000	22,596	9.6
Grant purchases	12,133	41,500	29,367	29.2
Identification supplies	-	1,000	1,000	0.0
Janitorial supplies and service	3,293	35,000	31,707	9.4
Miscellaneous rental	-	5,000	5,000	0.0
Office supplies	2,101	15,000	12,899	14.0
Professional fees	12,398	55,000	42,602	22.5
Postage	-	100	100	0.0
Printing charges	-	12,000	12,000	0.0
Small equipment	12,205	142,798	130,593	8.5
Software maintenance	3,302	96,000	92,698	3.4
Subscriptions & memberships	-	6,800	6,800	0.0
Telephone service	7,224	70,000	62,776	10.3
Telephone - cellular	1,094	25,000	23,906	4.4
Travel & transportation	3,688	50,000	46,312	7.4
Utilities	29,278	130,500	101,222	22.4
Vehicle maintenance	1,712	10,000	8,288	17.1
Transfer to General fund	-	125,000	125,000	0.0
Transfer to EOC Vehicle Replacement fund	-	40,000	40,000	0.0
<b>TOTAL EOC EXPENDITURES</b>	<b><u>\$ 420,228</u></b>	<b><u>\$ 2,815,468</u></b>	<b><u>\$ 2,395,240</u></b>	<b>14.9</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b><u>\$ 705,643</u></b>	<b><u>\$ -</u></b>		

*Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.*

**UNIFIED FIRE AUTHORITY  
REVENUES AND EXPENDITURES - CAPITAL PROJECTS FUNDS  
AS OF SEPTEMBER 30, 2018**

**FIRE CAPITAL REPLACEMENT**

<b>REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Transfer from General fund	\$ -	\$ -	\$ -	0.0
Interest income	-	12,000	12,000	0.0
Sale of capital assets	26,550	-	(26,550)	0.0
Loan Proceeds	-	5,231,495	5,231,495	0.0
Appropriation of fund balance	-	663,000	663,000	0.0
<b>TOTAL FIRE VEHICLE REPLACEMENT</b>	<b>\$ 26,550</b>	<b>\$ 5,906,495</b>	<b>\$ 5,879,945</b>	<b>0.4</b>
<b>EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Capital outlay - light fleet	\$ -	\$ 1,000,000	\$ 1,000,000	0.0
Capital outlay - heavy apparatus	888,874	2,648,770	1,759,896	33.6
Capital outlay - computer equipment	-	63,900	63,900	0.0
Capital outlay - medical equipment	-	1,350,000	1,350,000	0.0
Capital outlay - station equipment	-	711,000	711,000	0.0
Capital outlay - building & improvements	-	130,000	130,000	0.0
Bank fees	-	2,825	2,825	0.0
<b>TOTAL FIRE VEHICLE REPLACEMENT</b>	<b>\$ 888,874</b>	<b>\$ 5,906,495</b>	<b>\$ 5,017,621</b>	<b>15.0</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (862,324)</b>	<b>-</b>		

**EOC CAPITAL REPLACEMENT**

<b>REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Unearned</b>	<b>% of Budget</b>
Transfer from EOC fund	\$ -	\$ 40,000	\$ 40,000	0.0
Appropriation of/(Contribution to) fund balance	-	2,000	2,000	0.0
<b>TOTAL EOC VEHICLE REPLACEMENT</b>	<b>\$ -</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>	<b>0.0</b>
<b>EXPENDITURES</b>	<b>Total</b>	<b>Budget</b>	<b>Unexpended</b>	<b>% of Budget</b>
Capital outlay	\$ 38,024	\$ 42,000	\$ 3,976	0.0
<b>TOTAL EOC VEHICLE REPLACEMENT</b>	<b>\$ 38,024</b>	<b>\$ 42,000</b>	<b>3,976</b>	<b>0.0</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (38,024)</b>	<b>\$ -</b>	<b>\$ 38,024</b>	

*Note: Balances include payroll through 10/10/2018 and pcards through 8/31/2018.*