

FIRE TRAINING

Statement of Purpose and Services Provided

It is the purpose and service of the Unified Fire Authority Fire Training Division to match the best practices in the industry. Increase our member's knowledge, skills, and abilities to meet or exceed Unified Fire Authority Standards within the framework of ISO, NFPA, OSHA, and State requirements. We strive to increase our performance in saving life and property and ensuring the safety of our members through purposeful and meaningful training.

Division Manager Budget Message

Thank you for the opportunity to prepare the proposed budget for UFA Fire Training Division. In preparation, we have kept UFA's professional development in mind along with our department's mission, vision, and values.

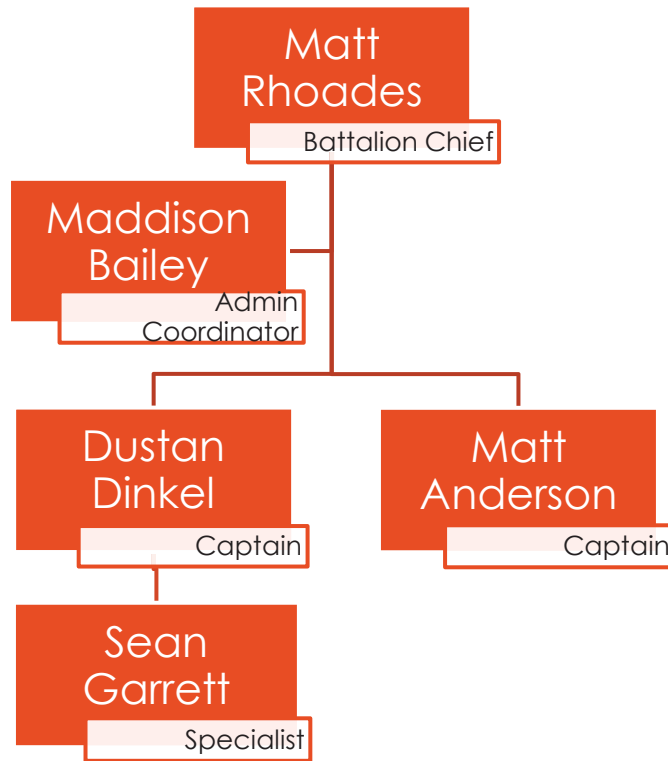
We anticipate another very busy year for Fire Training and Unified Fire Authority. As a division we increased our direct contact training hours to our department to 2,974 hours. As we look forward in FY19/20, I anticipate increasing those hours to well over 3,000 hours. We plan to accomplish this by building upon the cadre program and normalizing Fire Training's yearly calendar. This will enable us to plan our time and budget more efficiently and effectively. We also supported 19,467 indirect fire related training hours captured through LMS.

A few of the major agenda items this year will include: a sixteen week recruit camp, five week engineer school, involvement in the hiring process, implementation of the Firefighter Journeyman program (over 2,000 hours of continuous on the job training and education per recruit during the 20 months following recruit camp), four cadre/staff-delivered training events to Operations, live fire with the District Chiefs, promotional processes, and continuing to improve the Magna training site. We also plan on beginning phase two on the burn building, finishing building a burn cube, and purchasing and building a forcible entry trailer. To accomplish this, we shifted \$9,000 to capital from non-personnel expenditures.

Each member of the Fire Training team brings a unique sense of passion, pride, and ownership to our division and UFA. We are successful because of this, and our commitment to better our department and its members.

FIRE TRAINING

Organizational Structure



Staffing (FTEs)

Sworn
4

Civilian
1

Part Time
0

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Performance Measures

- Deliver a 16 week Firefighter Recruit Academy that prepares our newly hired fire personnel to function in the Firefighter position effectively and safely
- Deliver an Engineer School that prepares our personnel to be completely prepared to operate in the Engineer position
- Host and work with Engineer Committee for an Engineer test for promotion
- Deliver four separate hands on training scenarios for each UFA employee in Operations focusing on improving knowledge, skills, and abilities
- Work in conjunction with the District Chiefs delivering live fire drills
- Coordinate and deliver an Active Shooter (RTF) drill for each UFA Operations employee in conjunction with each Operations UPD officer
- Increase Tractor Drawn Aerial task book completions
- Finish developing the Firefighter Journeyman program and launch the program with the upcoming recruit camp
- Help support and teach a UFA Hazmat Technician course for UFA members
- Increase Cadre teaching program, delivering high quality trainings to Operations
- Increase last year's 19,467 supported fire-related training hours on LMS to over 25,000 hours
- Host Division team building days at the training tower, building upon relationships, and providing a better understanding of what we do
- Continue to be involved in the Firefighter hiring process
- Continue to plan and begin building a new warehouse for Fire Training
- Update department standard operating procedures through Operations Work Group
- Increase training hours to over 3,000 hours for 2019

	2016	2017	2018	2019YTD
UFA Recruit camp graduates	15	0	9	25
Engineer school graduates	0	34	15	0
HazMat tech trainees	4	0	5	9
New State certifications	126	74	75	85

FY18/19 Accomplishments

- Initiated the cleanup of training grounds in Magna making it a more professional atmosphere.
- Supported 19,467 hours of fire-related training to Operations personnel through LMS.
- Five week Engineer School.
- Two 16 week recruit camps.
- Framework of the Firefighter Journeyman program completed.
- Teamed up with UPD, Cottonwood Heights PD, Salt Lake Community College/Highway Patrol to deliver joint Active shooter (RTF) trainings to all UFA and police Operations personnel. This required 46 training deliveries.
- Conducted didactic and manipulative thermal imager training to each UFA Operations employee. This resulted in over 42 training deliveries.
- Increased training contact hours by my staff to 2,974 total hours.
- Cleaned up LMS making it more user friendly and easier to track training hours.
- Began to normalize a standard Fire Training calendar for each year following.
- Heavily involved in Firefighter hiring process.
- Assisted Logistics with annual hose testing.
- Delivered UFRA classes: Officer 1, Company Officer Inspector Course, and Instructor 1.
- Implementation of new Active Shooter (RTF) tactical worksheet.

FIRE TRAINING

Below is a comprehensive list of Fire Training's direct training hours by specific areas of focus:

COURSE	2018 HOURS	COURSE	2018 HOURS
Recruit Academy	800	LMS Training	100
Acquire Structures	32	Peer Fitness Test	10
Engineer School/Training	160	UPD/SWAT/FBI Training	46
TDA	175	EMT/PM School	14
Hose Testing	131	Promotion Testing UFA	105
Fire School 101	24	Training for Fire Related Business	8
GTI Student Trainings	53	Military Training	193
Live Fire Evolutions/Crew Training	46	Kennecott Trainings	128
Live Fire Tuesdays	56	Training for Other Dept.	68
CTC Training	16	Paid Call Training	36
CDL Testing	16	UFRA Cert & Testing	116
Flashover	8	USAR Trainings	239
EJA's	16	Haz Mat Tech Course	131
SLICERS	53	Thermal Imaging	96
Active Shooter/RTF	100	Wildland	44
TOTAL CONTACT HOURS: 2,974			

FY19/20 Action Items

UFA Fire Training desires to remain in line with UFA's strategic plan and goals: providing best practices, pride of service, professional development, and investing in our human capital.

- Normalize and standardize a yearly Fire Training calendar.
- Work with the Operations Policy Work Group on revisiting and updating Operations standard operating guidelines and operational policies throughout the year. (Outcome 1-T)
- Deliver four training events for Operations personnel capturing at least 85% of personnel with the remainder to be taught by the station captain and crew. This will be delivered via training staff or cadre program. This will range from multi-company drills to one-on-one training throughout the year.
- Complete Firefighter Journeyman program and initiate with the upcoming recruit camp launching in June 2019. (Outcome 4-A)
- Continue to improve upon Fire Training drill grounds in Magna making it a more professional training site completing most work prior to going into winter of 2019.
- Identify the value and costs for upcoming capital projects such as a new training building for offices and classrooms and a warehouse in Magna September 2019.
- Research and identify the cost and value of training simulation houses by July 2019.

Budget Detail

Revenue

None

FIRE TRAINING

Personnel

Fire Training Staff Overtime \$72,000

Program	Overtime Cost	Comments
Engineer School (18 day)	\$12,000	Engineer School will be 200 hours over 20 days. Staff time is one hour before for preparation and typically one hour after for facility management and office duties.
Recruit Academy	\$30,000	This is based on historical budget data and reinforced as follows: Academy is average 800 hours over 16 weeks. Student time is 50 hours a week. Staff time is one hour before for preparation and typically one hour after for facility management and office duties. An average of 12 hours per week per staff member for 16 weeks. This is dependent on camp size and cadre personnel.
Standard facilitation requests	\$30,000	This is historically the required baseline of Fire Training Division OT to operate and fulfill the average workload requests. This includes any extended training outside of a 40 hour work week.

Note: Recruit Academy based on \$35/hour for FF Specialist

Cadre Overtime \$89,200

This cost is based on Fire Training Cadre members delivering training in specific categories to meet the needs of the department. The Cadre is an extension of Fire Training. These members are highly regarded and generally Senior Specialists or Captains within UFA and experts in their regarded field of training. This training will range from truck ops, active shooter (RTF), command and control, acquired structures, thermal imaging, forcible entry, fire attack, search, fire behavior, RIT, engineering, tiller training, and live fire. It is estimated we will utilize these instructors for 2,225 hours based on \$40 per hour average.

Note: Cadre position pay is based on \$40/hour average, ranging from Firefighter to Battalion Chief.

Capital Outlay

Burn Building Phase Two \$15,000

Begin phase two on new burn building adding a third level and build out. This will provide a burn building that meets the needs of some of our most challenging and life threatening fires, multi-family dwellings. It will provide a much needed and realistic training environment.

Burn Cube Prop \$5,000

Labor and material for a new burn cube, 20 foot shipping container was purchased in last year's budget. This prop will replace the old burn cube, which is worn out from use. The burn cube is a 20' shipping container that simulates a furnished room in a structure. This prop is used to educate on the basic principles of fire behavior and rapid fire spread.

Forcible Entry Trailer \$19,000

Gooseneck trailer and labor for a new mobile forcible entry trailer. This will be a mobile training prop that will allow our cadre to deliver training in each battalion. Forcible entry is a skill that parishes easily and is difficult to train on. This prop will satisfy that current need.

FIRE TRAINING

Non-Personnel Detail by Account

Account	Description		Account Total
10-93-215	BOOKS & PUBLICATIONS		\$10,000
	Books and manuals for Engineer school	3,000	
	Journeyman Literature	2,000	
	Books and manuals for Recruit Academy	4,000	
	Leadership library	1,000	
10-93-219	CLOTHING PROVISIONS		\$14,000
	Turnout replacement (2 sets per year)	6,000	
	Replacement of accessory fire gear (hoods, gloves, goggles, etc.)	1,500	
	Work Clothes/Gloves	1,000	
	Structure Fire helmets for FT staff and FT cadre	3,500	
	PT clothes for recruits	2,000	
10-93-235	COMPUTER SOFTWARE		\$500
	Computer software to support the CTC and classrooms		
10-93-242	CONTRACT HAULING		\$1,000
	Occasional hauling of shipping containers and equipment		
10-93-250	EDUCATIONAL TRAINING CERTIFICATIONS		\$10,300
	State fire certifications for personnel	7,000	
	Conference registration fees for four personnel to attend the Fire Department Instructors Conference (FDIC) in Indianapolis and Fire World	3,000	
	Conference registration for Utah Fire School (20 attendees)	300	
10-93-NEW	TRAINING SUPPLIES/CONSUMABLES		\$4,000
	Extrication vehicles, smoke fluid		
10-93-260	FOOD PROVISIONS		\$2,000
	Food and beverages for hiring, promotional testing raters, long training events, and rehab		
10-93-305	MAINT. OF MACHINERY & EQUIP.		\$10,000
	Maintenance of 2 forklifts, telehandler, front loader, 3 haul trailers, air trailer, air truck, mule, 4 wheeler		
10-93-315	MAINT. OF BUILDINGS AND GROUNDS		\$15,000
	General maintenance and repairs, including: butler building, offices, tower, generator service & testing, HVAC service & repair, pest control, landscape service/weed abatement, carpet cleaning, apparatus bay door maintenance, plumbing and drains, smoke machines		

FIRE TRAINING

Account	Description	Account Total
10-93-325	MAINTENANCE OF OFFICE EQUIPMENT	\$1,000
	Repairs and preventative maintenance for printers, etc.	
10-93-335	MEDICAL SUPPLIES	\$500
	Basic medical on site, safety glasses	
10-93-340	MISCELLANEOUS RENTAL	\$12,000
	Telehandler rental	10,000
	Equipment rental for grounds maintenance	2,000
	Restroom rental	
10-93-345	OFFICE SUPPLIES	\$2,000
	Recruit camp/ Engineer school binders and fillers	
10-93-350	PROFESSIONAL FEES	\$2,500
	Special services such as speakers, surveyor, architect, and engineer	1,300
	Alarm monitoring	1,200
10-93-365	POSTAGE	\$500
	Mail certifications to personnel	
10-93-370	PRINTING CHARGES	\$1,000
	Printing of School Course Books, Command worksheets	
10-93-410	SMALL EQUIPMENT NON CAPITAL	\$20,000
	Smoke machine	2,000
	Chain saws, rotary saws	8,000
	Video surveillance equipment upkeep and upgrade	2,000
	Various needed equipment for drill grounds	5,000
	General hand tools	3,000
10-93-415	MEMBERSHIPS & SUBSCRIPTIONS	\$500
	Annual memberships to professional organizations or renewals of subscriptions/access to reference materials, including Cloud data storage and other applications	
10-93-450	VISUAL & AUDIO AIDS	\$1,500
	TV for training offices	
10-93-503	TRAINING PROPS – SUPPLIES AND CONSUMABLES	\$18,000
	Repairs to Burn Buildings and burn cube	9,000
	Consumables – fuel for fires burn barrels, smoke barrels	2,000
	Lumber for roof supports, cut boxes, decking, doll house and fire behavior props (Consumables)	7,000

FIRE TRAINING

		ACTUAL	ACTUAL	ACTUAL	BEGINNING	FINAL	PROPOSED	TENTATIVE	ADOPTED	% INCREASE
	GL	FY15-16	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20	FY19-20	FY19-20	BEGINNING
		Train 93	Train 93	Train 93	Train 93	Train 93	Train 93	Train 93	Train 93	FY19 to FY20
										BUDGET
REVENUE										
TRAINING GROUNDS REVENUE	1035310	0	0	0	0	0	0	0	0	0.0%
PERSONNEL										
SALARIES	100	342,063	332,699	376,785	389,362	389,362	403,954	406,623	406,623	4.4%
OVERTIME	120	68,757	46,468	76,615	72,000	72,000	72,000	72,000	72,000	0.0%
CADRE OVERTIME	120	0	0	46,233	89,200	89,200	89,200	89,200	89,200	0.0%
OTHER BENEFITS	130	128,151	118,977	144,458	1,000	1,000	6,727	6,727	6,727	572.7%
MEDICAL/DENTAL/LIFE INSURANCE	132	0	0	0	52,988	52,988	59,039	59,039	59,039	11.4%
RETIREMENT CONTRIBUTIONS	133	0	0	0	90,870	90,870	94,533	95,172	95,172	4.7%
PAYROLL TAX	134	0	0	0	8,933	8,933	10,913	10,952	10,952	22.6%
WORKERS COMP	135	12,692	11,177	7,305	10,533	10,533	15,661	15,741	15,741	49.4%
UNIFORM ALLOWANCE	140	3,430	3,415	3,750	3,600	3,600	3,600	3,600	3,600	0.0%
TOTAL PERSONNEL		555,093	512,735	655,146	718,486	718,486	755,627	759,054	759,054	5.6%
NON PERSONNEL										
BOOKS & PUBLICATIONS	215	3,123	9,809	5,222	13,000	13,000	10,000	10,000	10,000	-23.1%
CLOTHING PROVISIONS	219	1,711	1,275	8,563	19,000	19,000	14,000	14,000	14,000	-26.3%
COMMUNICATION EQUIP. NONCAP	220	1,422	0	0	0	0	0	0	0	0.0%
COMPUTER COMPONENTS	225	3,581	0	0	0	0	0	0	0	0.0%
COMPUTER SOFTWARE<5000	235	604	120	0	500	500	500	500	500	0.0%
CONTRACT HAULING	242	0	0	0	1,000	1,000	1,000	1,000	1,000	0.0%
EDUCATION & TRAINING & CERT	250	6,590	4,463	2,694	12,300	12,300	10,300	10,300	10,300	-16.3%
TRAINING SUPPLIES/CONSUMABLES	254	0	0	0	0	0	4,000	4,000	4,000	100.0%
FOOD PROVISIONS	260	5,923	862	2,791	3,500	3,500	2,000	2,000	2,000	-42.9%
JANITORIAL SUPP. & SERV.	280	1,851	0	0	0	0	0	0	0	0.0%
MAINT. OF MACHINERY & EQUIP	305	962	2,745	174	10,000	10,000	10,000	10,000	10,000	0.0%
MAINT.OF BLDGS & GROUNDS	315	20,630	10,507	6,750	15,000	15,000	15,000	15,000	15,000	0.0%
MAINTENANCE OF OFFICE EQUIP	325	1,135	773	0	1,000	1,000	1,000	1,000	1,000	0.0%
MAINTENANCE OF SOFTWARE	330	19,966	0	0	0	0	0	0	0	0.0%
MEDICAL SUPPLIES	335	0	1,024	0	500	500	500	500	500	0.0%
MISCELLANEOUS RENTAL	340	1,547	6,547	11,603	11,000	11,000	12,000	12,000	12,000	9.1%
OFFICE SUPPLIES	345	1,554	1,006	1,348	2,000	2,000	2,000	2,000	2,000	0.0%
PROFESSIONAL FEES	350	4,370	1,115	1,197	1,000	1,000	2,500	2,500	2,500	150.0%
POSTAGE	365	0	90	32	500	500	500	500	500	0.0%
PRINTING CHARGES	370	1,000	0	0	1,000	1,000	1,000	1,000	1,000	0.0%
SMALL EQUIP. NONCAP	410	25,733	15,324	31,289	17,000	17,000	20,000	20,000	20,000	17.6%
MEMBERSHIPS & SUBSCRIPTIONS	415	107	593	785	500	500	500	500	500	0.0%
TRAVEL & TRANSPORTATION	425	18,542	0	0	0	0	0	0	0	0.0%
VISUAL & AUDIO AIDS	450	0	0	0	1,500	1,500	1,500	1,500	1,500	0.0%
TRAINING PROPS - NONCAPITAL	503	2,202	7,847	226	25,000	25,000	18,000	18,000	18,000	-28.0%
TOTAL NON PERSONNEL		122,553	64,100	72,674	135,300	135,300	126,300	126,300	126,300	-6.7%
CAPITAL OUTLAY										
CAPITAL OUTLAY-MACH. & EQUIP.	216	5,002	0	0	0	0	0	0	0	0.0%
CAPITAL OUTLAY-TRAINING PROPS	502	26,948	42,381	22,455	30,000	30,000	39,000	39,000	39,000	30.0%
TOTAL CAPITAL OUTLAY		31,950	42,381	22,455	30,000	30,000	39,000	39,000	39,000	30.0%
TOTAL EXPENDITURES		709,596	619,216	750,274	883,786	883,786	920,927	924,354	924,354	4.6%
NET EFFECT ON UFA GENERAL FUND BUDGET		-709,596	-619,216	-750,274	-883,786	-883,786	-920,927	-924,354	-924,354	4.6%