



## UNIFIED FIRE SERVICE AREA BOARD MINUTES

NOVEMBER 18, 2025, 8:30 AM (or immediately following the UFA Board Meeting)  
Electronically via Zoom Webinar/UFA Headquarters-3380 South 900 West SLC, UT 84119

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- Call to Order

Quorum present

Chair Hull called the meeting to order at 8:50 am.

- Public Comment

None

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

- Minutes Approval

a. October 21, 2025 UFA LBA Joint Board Meeting Minutes

Council Member Jackson made a motion to approve the minutes from the October 21, 2025, UFA Board Meeting as submitted. Mayor Gettel seconded the motion, and all voted in favor; none opposed.

- UFA Finance Committee Updates

a. No updates provided

- Quarterly Financial Report—CFO Hill

CFO Hill presented the quarterly financial report for the period ending September 30, 2025.

### **Revenues**

Property tax collected to date: approximately \$2.8 million.

Other revenues (delinquent taxes, fee-in-lieu, and impact fees): a little over \$500,000.

Total revenues to date: just over \$7 million.

CFO Hill noted that most property tax revenue is received in November and December, and UFA is expected to finish the year on budget for property tax collections.

### **Expenditures**

Bond payments: approximately \$4.9 million, fully paid for 2025.

Sandy contract: \$1.2 million, also fully paid for 2025.

UFA contract fee: \$40.5 million expended to date, with three payments remaining, projected to total \$54.9 million for the year.

Miscellaneous general and administrative costs: approximately \$394,000.  
Capital maintenance expenditures: roughly \$168,000.  
Total expenditures through September 30, 2025: approximately \$47.4 million.

### **Capital Projects Fund**

No current appropriated budget or expenditures.  
The fund has earned approximately \$71,000 in interest income.

### **Debt Service Fund**

Reflects UFSA's two bond payments, totaling approximately \$4.9 million for 2025, which are fully paid.

CFO Hill asked the Board if there were any questions regarding the quarterly financial report, and there were none.

Mayor Gettel made a motion to approve the quarterly financial report, including the list of expenditures for the last quarter as presented. Council Member Jackson seconded the motion, and all voted in favor. None opposed.

### **Discussion and Approval of the 2026 Tentative Budget—CFO Hill**

CFO Hill presented the 2026 tentative budget, noting no changes had been made since the budget was given to the Finance Committee and to the full board at the prior UFSA meeting.

CFO Hill gave an overview of the budget, highlighting the proposed revenue of \$76.5 million, of which \$71.3 million is property tax, and noting other revenues such as impact fees, fee-in-lieu, and other miscellaneous totaling \$5.2 million.

### **Proposed Expenditures for 2026**

UFA Contract Fee \$59.6 million

Sandy Contract \$1.4 million

Debt Service Payments \$4.9 million

Capital Maintenance is just under \$700,000

Other small administrative and general costs are detailed in the budget. The tentative budget includes an estimated contribution to the fund balance of approximately \$1.4 million.

CFO Hill highlighted that there are no new budgeted expenditures for 2026 in the capital projects fund. The debt service fund is budgeted at approximately \$4.9 million to cover debt service.

Council Member Jackson made a motion to approve the 2026 tentative budget as presented.

Council Member Harris seconded the motion, and all voted in favor. None opposed.

- Consider the Date of December 9, 2025, for a Public Hearing to Consider Comments on Approving and Imposing an Ad Valorem Tax Rate for Payment of Eligible Judgements on Taxable Property  
CFO Hill reported that UFSA had received confirmation from SLCo that there were no judgments requiring a public hearing or levy at this meeting. As a result, this agenda item was skipped, and no public hearing was required.

- Consider Resolution 11-2025A, Approving Interlocal Agreement with Eagle Mountain Redevelopment Agency for Sharing of Tax Increment on Sweet Water Industrial Park Community Reinvestment Project Area #4

District Administrator Anderson reminded the Board that UFSA frequently receives tax increment participation requests from member communities for community reinvestment (CRA) or redevelopment (RDA) areas. The request noted on the agenda relates to an expansion of Meta's data center facilities in Eagle Mountain City.

District Administrator Anderson reviewed the UFSA Tax Increment Participation Policy to guide board decisions on such requests. The policy defines tax increments, outlines the request process, and provides evaluation criteria. Rachel stated that UFSA staff had met with Eagle Mountain City officials and negotiated adjustments to the proposed interlocal agreement consistent with UFSA policy and concerns. Rachel highlighted key terms of the request to include:

Sweetwater Industrial Park CRA 4 — expansion phase for the existing Meta data center campus.

Tax Increment Participation Requested:

- 55% of real property tax increment, and
- 85% of personal property tax increment, for up to 20 years or until project-specific caps are reached.

Base Year Protection:

- Current property generates approximately \$21 per year in total property tax to all taxing entities.
- UFSA will retain 100% of its current/base revenue; only incremental revenue above the base is subject to sharing.

Related Power Infrastructure (Williams Natural Gas Plant):

- Meta's expansion requires on-site power generation due to limited available grid power.
- Third-party provider Williams will construct and own a natural-gas-fired generation facility on land provided by Meta.
- The Williams facility is excluded from the CRA, so 100% of that property's tax value will flow directly to taxing entities, including UFSA.
- Estimated taxable value of the power facility alone: approximately \$350 million.

Evan Barrett and Abby Ivory from Eagle Mountain City's Economic Development group addressed the UFA Board. Evan highlighted some of the economic benefits of supporting the Meta expansion. Meta's existing project has already driven significant growth in the tax base, construction employment, and local business activity. Eagle Mountain views data centers as key to diversifying the tax base, attracting energy generation infrastructure, and supporting long-term industrial development.

Evan Barrett addressed the energy and water constraints, stating that Eagle Mountain faces electric power constraints. Meta's expansion will rely on on-site generation (approx. 300 MW) to serve the new campus while existing facilities continue to be served by Rocky Mountain Power. On-site generation is more expensive for Meta, increasing project costs and contributing to the need for CRA incentives. Eagle Mountain and Meta have implemented reuse projects, and the new phases will require some additional water, but significantly less than equivalent residential development on the same land. Mayor Westmoreland noted that the data centers on the site (current and future) are estimated to use about 130 acre-feet of water, compared with 1,400 acre-feet if the land were fully developed for housing. Mayor Westmoreland stated that data centers are low-cost-of-service customers for fire protection and other municipal services compared to residential areas.

The Board, along with CFO Hill, reviewed the property value and increment estimates. The budget projections show that the estimated year one taxable value, with two initial buildings and equipment in place, would be approximately \$2.5 billion. Using UFSA's current tax rate, that would generate roughly \$4.4 million in UFSA property tax. Under the proposed sharing agreement, \$3.6 million would remain in the CRA, and UFSA would receive approximately \$750,000 in year one.

Evan Barrett added some additional benefits of the partnership with Meta. Eagle Mountain has created a program providing \$25,000 in down payment assistance for certain types of workers purchasing homes, funded via CRA-related resources. Meta has supported an Innovation Center and business classes via the local Chamber of Commerce, helping the high number of home-based businesses in Eagle Mountain.

The Board discussed the potential service demand on UFA resulting from the expansion. Operations staff reported very low call volume to existing data centers (both fire and EMS). Facilities are designed with state-of-the-art fire suppression and have minimal impact on UFA resources relative to the anticipated property tax revenue.

Some board members expressed discomfort with providing what feels like a public subsidy to a multi-billion-dollar corporation (Meta), as opposed to smaller “Main Street” type projects typically associated with tax increment in their own cities.

Several members questioned whether approving this agreement might be viewed as policy-making or a broader economic development strategy, which is beyond UFSA’s limited statutory role of collecting property tax to fund UFA services. Board members raised broader worries about regional water scarcity and energy demand, and whether accommodating energy-intensive data centers is in the long-term best interest of residents.

Some board members stated that UFSA does not lose existing revenue; instead, it temporarily shares a portion of future growth that would not exist without the project. UFSA’s base revenue remains intact; participation only affects the incremental portion above the \$21/year baseline. In year one of full operation, UFSA would immediately see an increase from \$21 to roughly \$750,000, even with the sharing agreement in place.

Mayor Knopp made a motion to approve Resolution 11-205A, approving the interlocal agreement with Eagle Mountain Redevelopment Agency for the Sharing of Tax Increment on the Sweet Water Industrial Park Community Reinvestment Project Area #4. Mayor Jackson seconded the motion, and a roll call vote was taken.

Bailey	-	Bourke	-
Butterfield	-	Gettel	No
Harris	No	Huish	No
Hull	Yes	Jackson	Yes
Knopp	Yes	Overson	-
Stewart	-	Stavros	Yes
Westmoreland	Yes		

Eight voting members of the Board were present. Five members voted in favor of the resolution, and three voted against it. Motion passed.

- Consider Resolution 11-2025B to Approve Certain Sharing of Architectural Designs-Rachel Anderson  
Assistant Chief Robinson reminded the Board that UFSA, in collaboration with AJC Architects, developed a standard fire station design for both recent and future stations. These designs are considered joint intellectual property of UFSA and AJC. There have been a few fire agencies in the state that have expressed interest in using UFSA’s station design for their own station builds. AC Robinson reported that after meeting with AJC regarding the request, he confirmed that UFSA and AJC must approve any reuse. Any agency wishing to use the design would enter into its own contract with AJC as the design firm. UFSA would not incur design costs for other agencies' use. Any

improvements to the design would be shared back with UFSA, allowing UFSA to benefit from design enhancements on future station projects. AJC was supportive of the concept.

District Administrator Anderson stated that the resolution establishes eligibility criteria for agencies seeking to use the station design. The resolution authorizes the District Administrator or Fire Chief to administratively approve qualifying requests without seeking board approval for each request.

The resolution requires any recipient to sign an agreement with UFSA that:

- Provides the plans “as-is”, with no warranties by UFSA that the design is suitable for the recipient’s specific site or needs.
- Confirms that the recipient will have a licensed architect (anticipated to be AJC) review, adapt, and stamp the final plans in accordance with Utah law.
- Requires the recipient (and AJC working for them) to share back any design improvements with UFSA so UFSA may use them on future projects.
- Includes hold-harmless and liability limitations for UFSA.
- Clarifies that UFSA will not charge a fee for sharing its design; any costs are between the recipient and AJC.

Mayor Knopp made a motion to approve Resolution 11-2025B, to approve certain sharing of architectural designs. Council Member Harris seconded the motion, and a roll call vote was taken.

Bailey	-	Bourke	-
Butterfield	-	Gettel	Yes
Harris	Yes	Huish	Yes
Hull	Yes	Jackson	Yes
Knopp	Yes	Overson	-
Stewart	-	Stavros	Yes
Westmoreland	Yes		

• District Administrator Report-Rachel Anderson

District Administrator Anderson reported that UFSA and UFA representatives have participated in two facilitated workshops with Salt Lake County. The Mayor’s office has proposed that no reduction be made to the county’s canyon contributions in the upcoming fiscal year. The contribution will be reduced over three years. To offset the eventual reduction, the County has formed a legislative subcommittee to explore alternative funding sources and possible statutory changes.

Rachel stated that potential new funding mechanisms have been discussed and are being explored. UFSA, UFA, and County lobbyists have been invited to a meeting in December to evaluate specific legislative options, gauge political feasibility, and determine realistic timelines. Council Member Hull invited someone else from the UFSA Board to take her place on the committee to continue this discussion, as she will not be on the UFSA Board beginning January 2026. Rachel thanked Council

Member Hull and all who participated in the facilitation meetings for their leadership and contributions during these discussions.

- Possible Closed Session

None

- Adjournment

Mayor Knopp moved to adjourn the November 18, 2025, UFSA Board Meeting. Council Member Jackson seconded the motion, and all voted in favor; none opposed.

BOARD MEMBERS IN ATTENDANCE

Mayor Dustin Gettel	Council Member Tyler Huish
Council Member Trish Hull	Council Member Cheri Jackson
Mayor Dan Knopp	Council Member Catherine Harris
Mayor Tom Westmoreland	Chris Stavros
Council Member Sheldon Stewart	

BOARD MEMBERS ABSENT

Council Member Kathleen Bailey	Mayor Roger Bourke
Mayor Kristie Overson	Council Member Chystal Butterfield

STAFF IN ATTENDANCE

CFO Tony Hill  
District Manager Rachel Anderson  
Clerk Micayla Dinkel

ATTENDEES

Chief Burchett	DC Widdison	Evan Barrett
AC Dern	Abby Ivory	AC Robinson
Courtney Samuel	AC Russell	BC Fossum
DC Greensides	DOC Easton	



## **UNIFIED FIRE SERVICE AREA BOARD OF TRUSTEES 2026 MEETING SCHEDULE**

Meeting Start Time 8:30 a.m.

(or immediately following the UFA Board Meeting, if after 8:30 a.m.)

UFA Headquarters - 3380 South 900 West, Salt Lake City, UT 84119 (unless otherwise noted)

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The UFSA Board meets every 3<sup>rd</sup> Tuesday of each month as noted below

January 20, 2026

February 17, 2026

March 17, 2026

April 21, 2026

May 19, 2026

June 16, 2026

July 21, 2026

August 18, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 8, 2026

(changed to accommodate holiday schedules)

### **THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFSA MEETINGS.**

In accordance with the Americans with Disabilities Act, UFSA will make reasonable accommodations 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 meetings. The meetings will be held electronically to allow members of the UFSA Board to participate.



**A RESOLUTION OF THE UNIFIED SERVICE AREA APPROVING THE REVISED “EXHIBIT A” TO THE INTERLOCAL AGREEMENT WITH UNIFIED FIRE AUTHORITY FOR THE PROVISION OF SERVICES**

**WHEREAS**, the Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et. seq. (the “Interlocal Cooperation Act”), provides that any two or more public agencies may enter into agreements with one another for joint or cooperative action following the adoption of an appropriate resolution by the governing body of each participating public agency.

**WHEREAS**, the Unified Fire Authority (the “Authority”) and the Unified Fire Service Area (the “Service Area”) are public agencies for purposes of the Interlocal Cooperation Act.

**WHEREAS**, the Authority provides fire protection and emergency medical services to the Service Area and other public agencies for a fee. The Authority has also provided administrative services for Service Area in the past and been reimbursed for the costs of such services pursuant to an Interlocal Agreement approved by the Board on October 17, 2017 and subsequently executed by the Parties (the “Interlocal Agreement”).

**WHEREAS**, the Interlocal Agreement provides that for each calendar year the Parties will approve an “Exhibit A” that sets forth the services to be provided and the cost to be paid by the Service Area to the Authority.

**WHEREAS**, after careful consideration, the Board of Trustees of the Service Area has reviewed the proposed revised “Exhibit A” to the Interlocal Agreement, attached to this resolution as “Exhibit 1,” and determined that it is in the best interests of the Service Area to approve it as Exhibit A to the Interlocal Agreement for calendar year 2026 to replace the prior authorized Exhibit A.

**NOW, THEREFORE**, be it resolved by the Board of Trustees of the Unified Fire Service Area as follows:

1. The Board hereby approves the replacement of the current Exhibit A with the proposed revised Exhibit A, in the form attached as Exhibit “1” hereto, on behalf of the Service Area, for calendar year 2026, subject to the mutual approval by the Board of the Authority.
2. The Service Area’s keeper of records is authorized and instructed to keep and maintain a copy of this revised Exhibit A with the Interlocal Agreement available for inspection.
3. This Resolution will take effect upon approval. The revised Exhibit A will be effective to January 1, 2026 and when the following Interlocal Cooperation Act requirements

have been satisfied: (i) the Agreement has been approved by all parties as required by Section 11-13-202(2); (ii) each party to the Agreement has submitted the Agreement to an attorney authorized to represent the said party for review as to proper form and compliance with applicable law as required by Section 11-13-202.5(3); and (iii) the approved Exhibit has been filed with the keeper of records of each of the parties as required by Section 11-13-209.

Passed by the Board of the Unified Fire Service Area, this 9th day of December 2025.

**BOARD OF TRUSTEES  
UNIFIED FIRE SERVICE AREA**

By: \_\_\_\_\_  
Trish Hull, Chair

ATTEST:

\_\_\_\_\_  
Micayla Dinkel, Clerk

**EXHIBIT “1”**

Exhibit A for Calendar Year 2026

<u>Position</u>	Jan-25		Jan-26		<u>Responsibilities</u>
	<u>% of Time Worked</u>	<u>Salary &amp; Benefits</u>	<u>% of Time Worked</u>	<u>Salary &amp; Benefits</u>	
Logistics Facilities Manager	80%	\$127,274	80%	\$131,142	Specifications/RFP/Bids/Management/ for capital improvement projects; compiling operational and maintenance documents; works through any warranty items on newer projects. Seismic evaluations and retrofit assessments. Station architectural design, rendering, and construction.
Logistics Facilities Specialist	5%	\$5,092	5%	\$5,418	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Facilities Specialist	2%	\$1,605	2%	\$1,614	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Purchasing Coordinator	2%	\$2,154	2%	\$2,237	Assists with the processing of MR's and invoices for capital projects.
Logistics Data Coordinator	1%	\$980	1%	\$1,037	Researches information for Logistics as requested.
Logistics Division Chief	20%	\$36,558	20%	\$37,418	Develops, manages, and administers capital improvements budgets; Provides overall direction and management to UFSA facility management. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for station construction.
Support Services Assistant Chief	10%	\$26,326	10%	\$25,764	Researches property descriptions/locations for fire station rebuilds and new construction. Captures and records the details of properties for fire station constructions. Leads and guides discussions for future fire station design and construction. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contracts	30%	\$42,821	25%	\$37,722	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Senior Accountant	11.5%	\$16,152	11%	\$16,299	Cash receipting, online payment reporting, impact fee reporting, external audit, capital assets, state transparency
Finance AP/AR Manager	1.5%	\$2,269	2%	\$3,030	AP/AR oversight, cash receipting review/close
Finance Sr. Accounting Specialist	12%	\$11,591	7%	\$7,189	UFSA Desktop Deposits, AR, AP entry & review
Finance Assistant Finance Director	7.5%	\$16,143	7%	\$15,568	External audit, financial statements, accounting oversight, online payment admin, bank reconciliations
CFO	15%	\$42,878	15%	\$44,308	Financial Management, Treasurer
UFSA Clerk	10%	\$12,433	10%	\$12,342	Time needed to fully meet the responsibilities of the Clerk
Records Manager	1%	\$841	1%	\$918	Managing UFSA record requests. Retention schedule and archives
ECC Receptionist	3%	\$2,020	3%	\$2,157	Impact fee collection/receipts, phone calls
Director of Communications	1%	\$2,151	1%	\$2,236	Community Outreach
Community Outreach Specialist	1%	\$1,159	1%	\$1,236	Community Outreach/Construction Projects/Website Maintenance
		\$350,447		\$347,638	
Overhead Charge	15%	<u>\$52,567</u>	15%	<u>\$52,146</u>	Office Space, IT, supplies, etc.
<b>TOTAL</b>		<b>\$403,014</b>		<b>\$399,784</b>	
	Logs	199,712	Logs	205,697	
	Fin	151,632	Fin	142,736	
	Admin	47,863	Admin	47,359	
	IO	3,807	IO	3,993	
		<b>403,014</b>		<b>399,784</b>	

**UNIFIED FIRE SERVICE AREA  
NOTICE OF AMENDMENT OF 2025 BUDGET AND ADOPTION OF THE  
2026 BUDGET PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN THAT ON DECEMBER 9, 2025**, at 8:30 AM a public hearing will be held at the Unified Fire Authority Administration Building/Emergency Coordination Center, 3380 South 900 West, Salt Lake City, UT before the Board of Trustees of the Unified Fire Service Area to receive public comment and consider a resolution amending the 2025 budget and adoption of the Service Area's 2026 budget. Information about how to access the electronic meeting will be provided on the agenda which will be posted on the Utah Public Notice Website at least 24 hours in advance of the meeting.

All persons interested and present will be given an opportunity to be heard on this matter. To obtain more information regarding the proposed budget, citizens may contact the Clerk of the Unified Fire Service Area at (801)-743-7213.

DATED this 18th day of November, 2025.

PUBLISHED BY ORDER OF THE UNIFIED FIRE SERVICE AREA

**RESOLUTION OF THE UNIFIED FIRE SERVICE AREA BOARD ADOPTING THE 2026 BUDGET**

**WHEREAS**, the Board of Trustees of the Unified Fire Service Area (the “Service Area”) has reviewed, considered, and tentatively adopted a Tentative 2026 Service Area Budget;

**WHEREAS**, the Tentative 2026 Budget and all supporting schedules and data have been available for public inspection for a period in excess of seven days;

**WHEREAS**, after public notice as required by law, a public hearing has been held concerning adoption of the Service Area’s 2026 Budget at which time all interested persons in attendance were given an opportunity to be heard on the estimates of revenues and expenditures and any other item contained in the 2026 Tentative Budget; and

**WHEREAS**, the Trustees have made such adjustments to the Tentative 2026 Budget as deemed desirable and are prepared to adopt the Service Area’s 2026 Budget.

**NOW, THEREFORE**, be it resolved as follows:

1. That the 2026 Budget of the Unified Fire Service Area, a copy of which is attached hereto as Exhibit “A,” be and hereby is adopted.
2. That the Unified Fire Service Area 2026 Budget shall be in effect during calendar year 2026, subject to later amendment as provided by law.
3. That a copy of the final 2026 Budget be filed with the Utah State Auditor within thirty days after the date of this Resolution.
4. That a certified copy of the 2026 Budget shall be filed in the Service Area office and be available to the public during regular business hours.
5. That this Resolution shall be effective immediately upon its passage.

Passed and approved by the Board of Trustees of the Unified Fire Service Area this 9th day of December 2025.

UNIFIED FIRE SERVICE AREA

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Trish Hull, Chair

ATTEST:

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Micayla Dinkel, District Clerk

**Exhibit A**  
**2026 Budget**



# UNIFIED FIRE SERVICE AREA

**TO:** UFSA Finance Committee (Board of Trustees)  
**FROM:** Tony Hill, CFO  
**SUBJECT:** 2026 Tentative Budget Message  
**DATE:** September 30, 2025

I am pleased to present the Unified Fire Service Area (UFSA) 2026 Tentative Budget for your review and consideration. The Tentative Budget will be approved by the Board at the November meeting and following a public hearing, final adoption of the 2026 budget will take place at the December board meeting. Staff have prepared the budget in accordance with Fiscal Procedures for Local Districts (UCA 17B-6).

## 2026 General Fund Budget Highlights

Below are some of the highlights of the 2026 budget development:

- Property Taxes
  - 2.0% new growth estimate
  - No proposed tax increase
- UFA member fee increase
  - Fully captures the cost for stations 253 and 107
  - 5.5% placeholder increase for July through December
  - \$59,681,355 total estimate for 2026

2026 UFSA Member Fee		
	2025	2026
January	4,265,172	4,797,489
February	4,353,348	4,797,489
March	4,353,348	4,797,489
April	4,353,348	4,797,489
May	4,353,348	4,797,489
June	4,524,129	4,797,489
July	4,797,489	5,149,403
August	4,797,489	5,149,403
September	4,797,489	5,149,403
October	4,797,489	5,149,403
November	4,797,489	5,149,403
December	4,797,489	5,149,403
Total	54,987,628	59,681,355



- Bond Payments
  - \$2,589,750 – Series 2016 Bond
  - \$2,398,625 – Series 2021 Bond
- Sandy contract (85% of property tax collected to Sandy, 15% stay with UFSA)
  - \$1,094,073 in 2024
  - \$1,314,712 in 2025
  - \$1,414,159 in 2026 budget
- Building maintenance at fire stations (more detail in packet)
  - \$803,443 in 2026 budget
- UFA Administration Fee (more detail in packet)
  - \$438,414 in 2024
  - \$403,014 in 2025
  - \$399,784 in 2026

## 2026 General Fund Expenditures

Below, UFSA’s 2026 general fund budget is divided into its major categories (\$75,110,677 total budget):

• UFA Member Fee		\$59,681,355 (79.46%)
• Fixed or Contract Costs		\$13,115,807 (17.46%)
○ Debt Service	\$4,988,375	
○ Tax Payments to RDA/CDA	\$6,600,000	
○ Sandy Contract	\$1,414,159	
○ Herriman/Riverton	\$101,773	
○ Outside Auditor	\$11,500	
• Tax Revenue Anticipation Note (TRAN) Costs		\$920,753 (1.23%)
• Building Maintenance		\$803,443 (1.07%)
• Administrative costs		\$589,319 (0.78%)
○ UFA admin fee for finance/facilities/clerk, administrator, legal, UASD membership		

## Fund Balance Impact

The chart below shows the ending fund balance position through 2028. Using current assumptions, the ending balance of each year is above the board adopted minimum fund balance reserve.

<b>UNIFIED FIRE SERVICE AREA</b>	<b>ENDING FUND BALANCE</b>	<b>MIMINMUM FUND BALANCE RESERVE %</b>
<b>2024 ACTUAL</b>	\$10,149,282	16.3%
<b>2025 BUDGET</b>	\$15,919,543	21.3%
<b>2026 BUDGET</b>	\$17,756,800	23.2%
<b>2027 PROJECTION</b>	\$17,835,133	22.7%
<b>2028 PROJECTION</b>	\$15,749,961	19.6%

**UNIFIED FIRE SERVICE AREA  
TENTATIVE BUDGET  
For the Year Ended December 31, 2026**

	GENERAL FUND			CAPITAL PROJECTS FUND (LOCAL BLDG AUTHORITY)			DEBT SERVICE FUND (LOCAL BLDG AUTHORITY)		
	PRIOR YR 2024	CURRENT YR ESTIMATE	BUDGET 2026	PRIOR YR 2024	CURRENT YR ESTIMATE	BUDGET 2026	PRIOR YR 2024	CURRENT YR ESTIMATE	BUDGET 2026
<b>REVENUES</b>									
Taxes: Property	50,710,589	62,449,769	63,698,764						
Taxes: Property - Pass Thru	4,936,545	6,000,000	6,600,000						
Taxes: Property - Increment Remit	82,560	123,776	123,776						
Taxes: Delinquent	826,152	895,250	895,250						
Taxes: Judgement Levy	1,954								
Fee-in-Lieu of Taxes	2,386,560	2,400,000	2,400,000						
Impact Fees	1,559,287	1,500,000	1,350,000						
Interest Income	693,179	700,000	700,000	227,305	150,000	100,000	15,144		
Miscellaneous	6,117	9,264	9,000						
Grant Revenue	129,681								
Intergovernmental Revenue	774,676	775,119	775,029						
Other Financing Sources:									
Transfer In from Capital Projects Fund	531								
Lease Revenue							4,958,023	4,984,250	4,988,375
Use of Fund Balance									
<b>TOTAL REVENUES</b>	<b>62,107,831</b>	<b>74,853,178</b>	<b>76,551,819</b>	<b>227,305</b>	<b>150,000</b>	<b>100,000</b>	<b>4,973,167</b>	<b>4,984,250</b>	<b>4,988,375</b>
<b>EXPENSES</b>									
Administrative & Overhead:									
Supplies	0	2,000	2,000						
Memberships (UASD)	16,500	17,000	17,335						
Outside Auditor	11,500	15,000	11,500						
*UFA Admin Fee	438,414	403,014	399,784						
Bank Fees	10,932	11,200	11,200						
*Professional Fees	80,871	129,000	149,000						
Maintenance to Buildings & Land	21,098		110,000						
Note/Bond Issuance Costs	20,000	25,000	25,000						
Impact Fee Refunds	5,000	10,000	10,000						
Capital Outlay:									
Station 112 Land									
Construction Costs - Station 102				82,578					
Construction Costs - Station 125									
Construction Costs - Station 251				58,908					
Construction Costs - Station 253				61,208					
*Capital Maintenance	191,523	558,233	693,443						
Capital Maintenance - Seismic Retrofits	172,909								
Capital Lease	4,958,023	4,984,250	4,988,375						
Principle Payment on Long-Term Debt							3,075,000	3,225,000	3,375,000
Interest Expense	984,092	895,753	895,753				1,898,375	1,759,250	1,613,375
Sandy Contract	1,094,073	1,314,712	1,414,159						
Tax Payments to RDA/CDA/CRA	4,936,545	6,000,000	6,600,000						
Fund Balance Payments to Herriman/Riverton	101,773	101,773	101,773						
UFA Contract Fees	49,867,671	54,987,628	59,681,355						
Other Financing Uses:									
Transfer Out to General Fund				531					
Contribution to Fund Balance		5,398,615	1,441,142		150,000	100,000			
<b>TOTAL EXPENSES</b>	<b>62,910,923</b>	<b>74,853,178</b>	<b>76,551,819</b>	<b>203,225</b>	<b>150,000</b>	<b>100,000</b>	<b>4,973,375</b>	<b>4,984,250</b>	<b>4,988,375</b>

\*Additional Documentation

# Professional Fees

	<u>2023 Actual</u>	<u>2024 Actual</u>	<u>2025 Budget</u>	<u>2026 Budget</u>
Road Easement - Station 111	2,440	0	0	0
Legal Services/Administrator	96,435	55,780	110,000	110,000
Newspaper Ads	3,600	900	1,500	1,500
Website Restoration/Hosting/Maintenance	66	84	500	500
Truth in Taxation - Postcard Mailings	12,674	15,098	0	0
Trust Management, Continuing Disclosure, <b>Impact Fee</b>	7,000	7,000	7,000	27,000
Other	60,545	2,010	10,000	10,000
	182,759	80,871	129,000	149,000

Exhibit A for Calendar Year 2026

<u>Position</u>	Jan-25		Jan-26		<u>Responsibilities</u>
	<u>% of Time Worked</u>	<u>Salary &amp; Benefits</u>	<u>% of Time Worked</u>	<u>Salary &amp; Benefits</u>	
Logistics Facilities Manager	80%	\$127,274	80%	\$131,142	Specifications/RFP/Bids/Management/ for capital improvement projects; compiling operational and maintenance documents; works through any warranty items on newer projects. Seismic evaluations and retrofit assessments. Station architectural design, rendering, and construction.
Logistics Facilities Specialist	5%	\$5,092	5%	\$5,418	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Facilities Specialist	2%	\$1,605	2%	\$1,614	Assists Facilities Manager when needed; provides information for Capital Improvement needs; Meets with contractors.
Logistics Purchasing Coordinator	2%	\$2,154	2%	\$2,237	Assists with the processing of MR's and invoices for capital projects.
Logistics Data Coordinator	1%	\$980	1%	\$1,037	Researches information for Logistics as requested.
Logistics Division Chief	20%	\$36,558	20%	\$37,418	Develops, manages, and administers capital improvements budgets; Provides overall direction and management to UFSA facility management. Leads and guides discussions for future fire station designs. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, in preparation for station construction.
Support Services Assistant Chief	10%	\$26,326	10%	\$25,764	Researches property descriptions/locations for fire station rebuilds and new construction. Captures and records the details of properties for fire station constructions. Leads and guides discussions for future fire station design and construction. Researches optional uses and associated fees of portions of fire stations, such as office space leasing. Co-coordinates seismic evaluations and seismic upgrades projects. Provides project-specific content for use in presentations to the UFSA Board of Directors and communities/members, for bonding and bond elections. Meets with individual board members to discuss property and fire station construction issues and strategies.
Finance Purchasing Agent/Contracts	30%	\$42,821	25%	\$37,722	RFP/RFQ/Purchasing processing. Contract coordination and tracking.
Finance Senior Accountant	11.5%	\$16,152	11%	\$16,299	Cash receipting, online payment reporting, impact fee reporting, external audit, capital assets, state transparency
Finance AP/AR Manager	1.5%	\$2,269	2%	\$3,030	AP/AR oversight, cash receipting review/close
Finance Sr. Accounting Specialist	12%	\$11,591	7%	\$7,189	UFSA Desktop Deposits, AR, AP entry & review
Finance Assistant Finance Director	7.5%	\$16,143	7%	\$15,568	External audit, financial statements, accounting oversight, online payment admin, bank reconciliations
CFO	15%	\$42,878	15%	\$44,308	Financial Management, Treasurer
UFSA Clerk	10%	\$12,433	10%	\$12,342	Time needed to fully meet the responsibilities of the Clerk
Records Manager	1%	\$841	1%	\$918	Managing UFSA record requests. Retention schedule and archives
ECC Receptionist	3%	\$2,020	3%	\$2,157	Impact fee collection/receipts, phone calls
Director of Communications	1%	\$2,151	1%	\$2,236	Community Outreach
Community Outreach Specialist	1%	\$1,159	1%	\$1,236	Community Outreach/Construction Projects/Website Maintenance
		\$350,447		\$347,638	
Overhead Charge	15%	<u>\$52,567</u>	15%	<u>\$52,146</u>	Office Space, IT, supplies, etc.
<b>TOTAL</b>		<b>\$403,014</b>		<b>\$399,784</b>	
	Logs	199,712	Logs	205,697	
	Fin	151,632	Fin	142,736	
	Admin	47,863	Admin	47,359	
	IO	3,807	IO	3,993	
		403,014		399,784	

## UFSA Maintenance Projects 2026

9/30/25

Station	Project	Notes	Cost	Running Total
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### Maintenance Projects

All	Heating/AC/Hot Water/Appliances	Replace as needed	\$40,000	\$40,000
119	Landscape	Create xeriscape landscaping (rollover from 2025)	\$124,000	\$164,000
107	Bathroom Remodel	Remodel single shower bathroom to add additional showers and update	\$225,000	\$389,000
107	Air Mations	Install Air mations in apparatus bay for health and safety of crew members	\$55,000	\$444,000
107	Roof Replacement	Roof is falling apart and needs replaced	\$60,000	\$504,000
108	Propane Tank Replacement	Replace four 1,000 gallon tanks with a single 7,000 to 10,000 gallon tank	\$40,000	\$544,000
126	Carpet Replacement	Replace original carpet, installed in 2000	\$75,000	\$619,000
106	Carpet Replacement	Replace original carpet, installed in 2010	\$35,000	\$654,000
252	Vinyl Fence	Install vinyl fence around patio and generator	\$6,500	\$660,500
118	Roof Replacement	Original Shingles from 1999 are degrading and starting to fall apart	\$80,000	\$740,500
All	8.5% Contingency		\$62,943	<b>\$803,443</b>

### Future Year Projects (Sorted by Station)

<b>101</b>	Siding Repair and Paint		\$60,000	\$863,443
<b>106</b>	Siding Repair and Paint		\$60,000	\$923,443
<b>107</b>	Garage Door Repairs		\$50,000	\$973,443
<b>107</b>	Landscape		\$100,000	\$1,073,443
<b>109</b>	Kitchen Remodel		\$100,000	\$1,173,443
<b>111</b>	Traffic Signal		\$20,000	\$1,193,443
<b>118</b>	Bathroom Remodel		\$150,000	\$1,343,443
<b>118</b>	Window Replacement		\$30,000	\$1,373,443
<b>119</b>	Window Replacement		\$35,000	\$1,408,443
<b>119</b>	Siding Repair and Paint		\$60,000	\$1,468,443
<b>123</b>	Siding Repair and Paint		\$60,000	\$1,528,443
<b>126</b>	Sanitary Sewer Line to Road		\$150,000	\$1,678,443
<b>126</b>	Bathroom Remodel		\$55,000	\$1,733,443

UNIFIED FIRE SERVICE AREA	Actual		Budget		Budget		Projection		Projection
LONG RANGE PLAN	2024	%	2025	%	2026	%	2027	%	2028
BEGINNING FUND BALANCE	10,815,505	-6.16%	10,149,282	56.85%	15,919,543	11.54%	17,756,800	0.44%	17,835,133
PRINCIPAL PAYMENTS RECEIVED FROM RELATED PARTY	136,870	4.07%	142,446	4.07%	148,249	4.07%	154,289	4.07%	160,575
TRANSFER TO/FROM CAPITAL PROJECTS FUND	531								
UNRESTRICTED FUND BALANCE:	10,952,906	-6.04%	10,291,728	56.12%	16,067,792	11.47%	17,911,089	0.47%	17,995,708
PROPERTY TAXES	50,710,589	23.15%	62,449,769	2.00%	63,698,764	2.00%	64,972,740	2.00%	66,272,194
PROPERTY TAXES - PASS THRU	4,936,545	21.54%	6,000,000	10.00%	6,600,000	10.00%	7,260,000	10.00%	7,986,000
PROPERTY TAXES - INCREMENT REMIT	82,560	49.92%	123,776	0.00%	123,776	0.00%	123,776	0.00%	123,776
PROPERTY TAXES - DELINQUENT	826,152	8.36%	895,250	0.00%	895,250	0.00%	895,250	0.00%	895,250
JUDGEMENT LEVY	1,954	-100.00%	0	0.00%	0	0.00%	0	0.00%	0
FEE-IN-LIEU	2,386,560	0.56%	2,400,000	0.00%	2,400,000	0.00%	2,400,000	0.00%	2,400,000
IMPACT FEES	1,559,287	-3.80%	1,500,000	-10.00%	1,350,000	0.00%	1,350,000	0.00%	1,350,000
INTEREST INCOME	693,179	0.98%	700,000	0.00%	700,000	0.00%	700,000	0.00%	700,000
MISCELLANEOUS REVENUE	6,117	51.45%	9,264	-2.85%	9,000	0.00%	9,000	0.00%	9,000
GRANT REVENUE	129,681	-100.00%	0	-100.00%	0	0.00%	0	0.00%	0
INTERGOVERNMENTAL REVENUE	774,676	0.06%	775,119	-0.01%	775,029	0.21%	776,687	-0.44%	773,298
CURRENT REVENUE:	62,107,300	20.52%	74,853,178	2.27%	76,551,819	2.53%	78,487,452	2.58%	80,509,519
UFA CONTRACT FEES	49,867,671	10.27%	54,987,628	8.54%	59,681,355	5.50%	62,963,830	5.50%	66,426,840
SANDY CONTRACT	1,094,073	20.17%	1,314,712	7.56%	1,414,159	2.00%	1,442,442	2.00%	1,471,291
TAX PAYMENTS TO RDA/CDA	4,936,545	21.54%	6,000,000	10.00%	6,600,000	10.00%	7,260,000	10.00%	7,986,000
ADMINISTRATIVE/OPERATIONS	583,218	4.97%	612,214	2.22%	625,819	0.00%	625,819	0.00%	625,819
FUND BALANCE DISTRIBUTION TO HERRIMAN/RIVERTON	101,773	0.00%	101,773	0.00%	101,773	0.00%	101,773	0.00%	101,773
DEBT SERVICE PAYMENT (2016 BOND)	2,581,783	0.37%	2,591,250	-0.06%	2,589,750	0.22%	2,595,375	-0.44%	2,583,875
DEBT SERVICE PAYMENT (2021 BOND)	2,376,241	0.71%	2,393,000	0.24%	2,398,625	-0.94%	2,376,125	-0.03%	2,375,500
BUILDING MAINTENANCE	212,621	162.55%	558,233	43.93%	803,443	-30.00%	562,410	0.00%	562,410
CAPITAL MAINTENANCE - SEISMIC RETROFIT	172,909	-100.00%	0			0.00%		0.00%	
INTEREST EXPENSE	984,092	-8.98%	895,753	0.00%	895,753	0.00%	895,753	0.00%	895,753
TOTAL BUDGET:	62,910,923	10.40%	69,454,563	8.14%	75,110,677	4.94%	78,823,527	5.34%	83,029,261
RESERVE (MINIMUM) 15% OF CURRENT REVENUE	9,316,095		11,227,977		11,482,773		11,773,118		12,076,428
ENDING SURPLUS (PROBLEM):	833,187		4,462,367		6,026,162		5,801,897		3,399,537
TOTAL BUDGETED FUND BALANCE:	10,149,282		15,690,343		17,508,935		17,575,015		15,475,965
PROJECTED UNDER EXPEND/OVER REVENUE	0	0.33%	229,200	0.33%	247,865	0.33%	260,118	0.33%	273,997
PROJECTED UNASSIGNED FUND BALANCE	10,149,282		15,919,543		17,756,800		17,835,133		15,749,961
	16.3%		21.3%		23.2%		22.7%		19.6%

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

### I. PURPOSE

This policy serves to document the Unified Fire Service Area’s (“UFSA’s”) privacy program, which includes UFSA’s policies, practices, and procedures for the processing of personal data in accordance with [Utah Code § 63A-19-401\(2\)\(a\)](#), and which aligns with the records management and data governance requirements provided in both GRAMA and DARS. Where applicable, this policy will refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that UFSA has developed.

### II. GUIDING PRINCIPLES

This policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the UFSA. This policy is meant to guide further alignment of UFSA with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#).

### III. SCOPE

This policy applies to all UFSA employees (UFSA currently has no employees, but this policy will apply if the UFSA hires any employees in the future) involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all contractors of the UFSA that process or have access to personal data as a part of the contractor’s duties under an agreement with the UFSA pursuant to [Utah Code § 63A-19-401.4](#).

### IV. DEFINITIONS

- A. “**Classification**,” “**classify**,” and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under [Subsection § 63G-2-201\(3\)\(b\)](#).<sup>1</sup>

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<sup>1</sup> [Utah Code § 63G-2-103\(3\)](#)



# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

- B. **“Cookie”** means “Technology that records a user’s information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data.”<sup>2</sup>
- C. **“Data breach”** means— the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Cyber Center, that there is a low probability that personal data has been compromised.”<sup>3</sup>
- D. **“Designation,” “designate,”** and their derivative forms mean indicating, based on a governmental entity’s familiarity with a record series or based on a governmental entity’s review of a reasonable sample of a record series, the primary classification that a majority of records in a record series would be given if classified and the classification that other records typically present in the record series would be given if classified.<sup>4</sup>
- E. **“Device fingerprinting”** means collecting attributes of a user’s device configurations to create a trackable profile for the device.
- F. **“Individual”** means a human being.<sup>5</sup>
- G. **“Key logger”** means “a program designed to record which keys are pressed on a computer keyboard...”<sup>6</sup>
- H. **“Personal data”** means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.<sup>7</sup>
- I. **“Processing activity”** means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use,

<sup>2</sup> Cybersecurity & Infrastructure Security Agency, Project Upskill Glossary. Last visited 1/14/2025 at:

<https://www.cisa.gov/resources-tools/resources/project-upskill-glossary>

<sup>3</sup> Utah Code § 63A-19-101(4)

<sup>4</sup> [Utah Code § 63G-2-103\(7\)](#)

<sup>5</sup> [Utah Code § 63G-2-103\(13\)](#)

<sup>6</sup> National Institute of Standards and Technology, Computer Security Resource Center, Glossary. Last visited 1/14/2025, at:

[https://csrc.nist.gov/glossary/term/key\\_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3](https://csrc.nist.gov/glossary/term/key_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3)

<sup>7</sup> [Utah Code § 63A-19-101\(13\)](#)

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.<sup>8</sup>

- J. **“Record”** means the same as that term is defined at [Utah Code § 63G-2-103\(25\)](#).<sup>9</sup>
- K. **“Record series”** means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.<sup>10</sup>
- L. **“Records officer”** means the individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.<sup>11</sup>
- M. **“Schedule,” “scheduling,”** and their derivative forms mean the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.<sup>12</sup>

## V. GOVERNANCE

### A. **Chief Administrative Officers (CAOs)**

- 1. The District Administrator shall designate one or more individuals to serve (or may herself/himself serve) as a chief administrative officer (CAO) of the UFSA in fulfilling the duties outlined in [Utah Code § 63A-12-103](#).
- 2. The District Administrator may assign responsibility for the duties outlined in [Utah Code § 63A-12-103](#) to one, or among several, CAOs as the District Administrator sees fit.

<sup>8</sup> [Utah Code § 63A-19-101\(14\)](#)

<sup>9</sup> Only the citation to the definition of “record” is provided here due to the length of the definition.

<sup>10</sup> [Utah Code § 63G-2-103\(26\)](#)

<sup>11</sup> [Utah Code § 63G-2-103\(27\)](#)

<sup>12</sup> [Utah Code § 63G-2-103\(28\)](#)

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

3. The designation of the CAO(s) shall be reported to the Utah Division of Archives and Records Services (Archives) within 30 days of the designation.
4. If responsibility for the duties outlined in [Utah Code § 63A-12-103](#) are divided between more than one CAO, such specification should be reported to Archives along with the designation.
5. The designation of, and responsibilities assigned to, a CAO shall be reviewed and confirmed by the UFSA on an annual basis.

### B. **Appointed Records Officers (AROs)**

1. Designated CAO(s) shall appoint one or more individuals to serve as records officers (“ARO”) in fulfilling the duties of working with Archives and the Office of Data Privacy in the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of records.<sup>13</sup>
2. A designated CAO may assign responsibility for the duties of appointed AROs to one, or among several, officers as the CAO deems appropriate.
3. The appointment of AROs shall be reported to Archives within 30 days of the appointment.
4. If responsibility for the duties of AROs are divided between more than one officer, such specification should be reported to Archives along with the appointment.
5. The appointment of, and responsibilities assigned to, an ARO shall be reviewed and confirmed by the UFSA on an annual basis.

## VI. **RECORDS SERIES**

### A. **Records and Records Series**

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<sup>13</sup> [Utah Code § 63A-12-103\(2\)](#)

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

1. The UFSA shall create and maintain records and records series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by Archives.
2. The UFSA shall appropriately designate and classify records and records series in accordance with the requirements provided in DARS and GRAMA.
3. CAO(s) shall be responsible for submitting a proposed retention schedule for each type of material defined as a record under GRAMA to the state archivist for review and final approval by the Records Management Committee (RMC).
4. Upon approval by the RMC, UFSA shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where UFSA has not received an approved retention schedule for a specific type of record, the general retention schedule maintained by the state archivist shall govern the retention and disposition of those records.

### **B. Record Series Privacy Annotation**

1. The UFSA shall perform a privacy annotation for each record series that contains personal data pursuant to [Utah Code § 63A-12-115](#).
2. Privacy annotations shall include:
  - a. the legal authority under which personal data is processed;
  - b. the purposes and uses for the personal data; and
  - c. the types of personal data that may be processed within the record series.
3. Privacy annotations shall be conducted and reported in accordance with additional requirements provided by Archives via administrative rule.

## **VII. AWARENESS AND TRAINING**

### **A. Departmental Data Privacy Training**

<h1>UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES</h1>
Chapter 12 – Privacy Program Policy

1. The CAO shall ensure that all employees (to the extent there are any) that have access to personal data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
2. The CAO is responsible for monitoring completion of data privacy training by the UFSA's employees (to the extent there are any).

**B. Agency-Specific Training**

1. In addition to the general privacy awareness training, the UFSA may create and require employees (to the extent there are any) to complete agency-specific privacy training tailored to the unique privacy needs, practices, and requirements of the agency.

**C. Appointed Records Officer Training and Certification**

1. The CAO shall ensure that, on an annual basis, all appointed records officers successfully complete online training on the provisions of GRAMA and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).
2. The CAO shall, on an annual basis, review and confirm the certification status of all appointed records officers.
3. GRAMA Access AROs: AROs who handle GRAMA transparency responsibilities are required to complete the GRAMA transparency training and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).
4. Records Management and Privacy AROs: AROs specializing in records management or privacy are required to complete both records management and GRAMA transparency training, as well as obtain the corresponding certifications.

**VIII. IDENTIFY**

- A. **Inventorying**. The CAO of the UFSA shall maintain a comprehensive inventory of:

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

1. All IT systems that may process state or federal data which the state owns or is responsible for, using the standard process that DTS provides.<sup>14</sup>
2. All records and record series that contain personal data and the types of personal data included in the records and record series.<sup>15</sup>
3. All processing activities, the inventory of which shall include:
  - a. Non-compliant processing activities—pursuant to the GDPR—that were implemented prior to May 1, 2024, and a prepared strategy for bringing the non-compliant processing activity into compliance by no later than January 1, 2027;<sup>16</sup> and
  - b. All processing activities implemented after May 1, 2024, with documentation confirming compliance status.

### B. **Information Technology Privacy Impact Assessment.**

1. The CAO shall ensure that the UFSA completes a Privacy Impact Assessment (PIA) for all IT systems that may process personal data prior to the initiation of data processing in the IT system as required under [DTS Information Security Policy 5000-0002](#).
2. The CAO shall use the PIA template that is created and maintained by the Chief Privacy Officer and which is approved by the Chief Information Officer pursuant to [DTS Information Security Policy 5000-0002](#).
3. CAOs must maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

## IX. **TRANSPARENCY**

### A. **Website Privacy Policy**

<sup>14</sup> DTS [Information Security Policy 5000-0002](#), section 2.4.2.1

<sup>15</sup> Utah Code §§ [63A-12-104](#) and [63A-12-115](#)

<sup>16</sup> [Utah Code § 63A-19-401](#)

# UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

## Chapter 12 – Privacy Program Policy

1. The CAO shall create and maintain privacy policies on their websites as outlined in [Utah Code § 63D-2-103](#) and [Utah Admin. Code R895-8](#).
2. The CAO shall ensure that personal data related to a user of the UFSA's website is not collected unless the UFSA website complies with [Utah Code § 63D-2-103\(2\)](#).
3. The CAO shall ensure that all websites of the UFSA contain a privacy policy statement that discloses:
  - a. The identity of the governmental website operator;
  - b. How the governmental website operator may be contacted;
  - c. The personal data collected by the governmental entity;
  - d. The practices related to disclosure of personal data collected by the governmental entity and/or the governmental website operator; and
  - e. The procedures, if any, by which a user of a governmental entity may request:
    - i. Access to the user's personal data; and
    - ii. Access to correct the user's personal data.
  - f. A general description of the security measures in place to protect a user's personal data from unintended disclosure.

### B. **Privacy Notice**

1. Employees (to the extent UFSA has any) shall only collect personal data from individuals if, on the day the personal data is collected, the UFSA has provided a privacy notice to an individual asked to furnish personal data that complies with Utah Code §§ [63G-2-601\(2\)](#), [63A-19-402](#), [63D-2-103\(2\)-\(3\)](#), or other governing law, as applicable.
2. Such a personal data request privacy notice shall generally include<sup>17</sup>:

<sup>17</sup> Utah Code §§ [63G-2-601\(2\)](#) and [63A-19-402](#).

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- a. the record series that the personal data will be included in;
- b. the reasons the person is asked to furnish the information;
- c. the intended purposes and uses of the information;
- d. the consequences for refusing to provide the information; and
- e. the classes of persons and entities that currently:
- f. share the information with the UFSA; or
- g. receive the information from the UFSA on a regular or contractual basis.

### **X. Individual Reports**

- A. The CAO shall ensure that the UFSA has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
  1. Individual's requests to access their personal data;
  2. Individual's requests to amend or correct their personal data;
  3. Individual's requests for an explanation of the purposes and uses of their personal data; and
  4. At-risk governmental employee requests to restrict access to their personal data.
- B. The CAO shall ensure that the UFSA has established processes for public access requests to inspect or copy the UFSA's records, which are not requests from an individual to access their personal data.
- C. The CAO shall ensure that employees of the UFSA (to the extent the UFSA has any) follow established business practices with respect to GRAMA.<sup>18</sup>

<sup>18</sup> Dept. of Government Operations Internal Policy 01. Code of Conduct. Section 3.2 Managing Records and Information.



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### XI. PROCESSING

#### A. **Minimum Data Necessary**

1. The CAO shall ensure that all programs within the UFSA obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose.<sup>19</sup>
2. The CAO shall ensure that all programs within the UFSA regularly review their data collection practices to ensure compliance with the data minimization requirement.

#### B. **Record and Data Sharing or Selling Policy**

1. The UFSA will only share or disclose personal data when there is appropriate legal authority. The sale of personal data is prohibited unless required by law.
2. Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the records.
3. The CAO is required to report annually to the Chief Privacy Officer on personal data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
4. All contracts involving personal data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.

#### C. **Retention and Disposition of Records Containing Personal Data**

1. Employees (to the extent that UFSA has any) shall maintain, archive, and dispose of records—which includes all personal data—in accordance with an approved retention schedule.<sup>20</sup>

<sup>19</sup> [Utah Code § 63A-19-401\(2\)\(c\)](#).

<sup>20</sup> Utah Code §§ [63G-2-604\(1\)\(b\)](#) and [63A-19-404](#).

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2. Employees (to the extent that UFSA has any) shall comply with all other applicable laws or regulations related to retention or disposition of specific personal data held by the UFSA or by a particular operating unit or program of the UFSA.

## XII. INFORMATION SECURITY

### A. Incident Response

1. UFSA adopts and follows the **DTS Cybersecurity Incident Response Plan** to manage and address all security incidents, including data breaches, and privacy violations.
2. Employees (to the extent that UFSA has any) shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to the **Enterprise Information Security Office (EISO)**. Any additional agency-specific response measures for non-IT incidents are the responsibility of the CAO to develop and implement as appropriate.
3. The CAO shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by the UFSA.

### B. Breach Notification

1. The UFSA is required to provide notice to an individual or the legal guardian of an individual, if the individual's personal data is affected by a data breach in accordance with [Utah Code § 63A-19-406](#).<sup>21</sup>
2. The UFSA is required to notify the Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with [Utah Code § 63A-19-405](#). If the UFSA experiences a data breach affecting fewer than 500 individuals it must create and report an internal incident report in accordance with [Utah Code § 63A-19-405\(5\)](#). These requirements are in addition to any other reporting requirement that the UFSA may be subject to.

<sup>21</sup> [Utah Code § 63A-19-401\(2\)\(b\)](#).

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3. The CAO that is subject to other breach notification requirements, such as those required for compliance with federal regulations, laws or other governing requirements (e.g., HIPAA or 42 CFR Part 2) are currently required to create and maintain their own UFSA specific breach notification policies and procedures that meet the requirements of the applicable governing laws and regulations.

### XIII. SURVEILLANCE

#### A. **Covert Surveillance**

1. Employees (to the extent UFSA has any) may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.<sup>22</sup>
2. Employees (to the extent UFSA has any) are responsible for engaging with appropriate leadership for review—to include legal counsel where pertinent—of any activity that may be considered a type of surveillance.
3. The CAO shall ensure that surveillance activities are documented and that a PIA for the activity has been completed.

#### B. **Cookies, Fingerprinting, Key Loggers, and Tracking Technologies**. UFSA is committed to transparency and privacy protection for individuals that visit a website of the UFSA with regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users.

1. **Cookies**. The use of cookies on UFSA websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to essential operational purposes, and any use of tracking or third-party cookies for analytics or similar functions must be disclosed clearly to users, with an option to consent where required by law.
2. **Device Fingerprinting**. Device fingerprinting is prohibited unless explicitly authorized by the CAO and where the legal basis or

<sup>22</sup> [Utah Code § 63A-19-401\(2\)\(f\)](#).

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appropriate justification for such processing is documented in a privacy impact assessment. The purpose and extent of fingerprinting must be clearly defined, documented, and disclosed to users in a privacy notice or statement that complies with applicable legal requirements.

3. **Key Loggers.** Key loggers are prohibited without specific authorization from the CAO and documented justification in the activity's PIA. Key loggers may only be used when there is a clearly defined operational need that complies with security standards and legal requirements, including appropriate user notice where required.
4. **Other Tracking Technologies.** The use of other tracking technologies, such as web beacons, pixel tags, or similar tools, is prohibited unless explicitly authorized by the CAO, and the legal basis for such tracking is documented in a PIA. Disclosure of these technologies must be included in user-facing privacy statements, with user consent obtained when required by law.
5. **User Notification and Consent.** UFSA must ensure users are informed about the use of tracking technologies. A clear website privacy statement must explain the types of data collected, the purpose of the tracking, and how users can manage their preferences or consent. Any updates to tracking practices must be promptly reflected in the privacy statement.
6. **Data Security and Retention.** Data collected through authorized tracking technologies must be securely stored, with access limited to authorized personnel. Retention of this data must align with approved retention schedules, and the data should only be retained as long as necessary for the defined operational purpose.