



UNIFIED FIRE AUTHORITY

MEMORANDUM

TO: City Managers

FROM: Clint Mecham, Emergency Management Division

SUBJECT: Municipal Emergency Management Services

I would like to take a minute and follow up with you regarding the conversation about UFA providing municipal level emergency management functions and the potential associated cost.

The methodology used to determine the cost for the municipal emergency management position involved combining the total cost of personnel, vehicle and other associated equipment. UFA Human Resources provided information regarding the correct salary grade level based on the proposed responsibilities. Both sworn and non-sworn salary schedules were used to come up with an estimated annual salary and benefits total. Vehicle and equipment costs were then added to the overall cost after these costs were annualized for their expected service lives. Personnel, vehicle and equipment costs were then totaled. Once this annual total was achieved it was then divided by five to provide a "per day" cost.

The cost per day that UFA can offer for the municipal emergency management position is \$18,000 per day. This means that should a city want this service for one day a week for the year the cost would be \$18,000. Two days would be \$36,000 for the year and so on. Once again this municipal emergency management position would be expected to work physically in the city they are assigned to for the specified number of days. The job responsibilities, costs, logistics and other factors would be periodically reviewed to ensure viability.

I would like to continue the conversation with you about the specific issues and needs of your individual cities/townships are and what your preferred outcome(s) would look like. I look forward to hearing back from you and would be happy to meet with you individually or coordinate a group meeting.

Thank you once again for your time and your continued partnership with Unified Fire Authority!