



## UNIFIED FIRE AUTHORITY BOARD AGENDA

September 17, 2019 7:30 a.m.

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

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1. Call to Order – Chair Dahle
2. Public Comment  
Please limit comments to three minutes each
3. Minutes Approval – Chair Dahle
  - a. August 20, 2019
4. Consent Agenda
  - a. Review of August Disbursements – CFO Hill
5. Committee Updates
  - a. Benefits & Compensation Committee (No meeting) – Chair Dahle
  - b. Governance Committee (No Meeting) – Chair Silvestrini
    - i. Interlocal Update – CLO Roberts
  - c. Finance Committee (Meeting Scheduled 11/6/19) – Chair Stewart
6. Deployment Staffing Challenges – AC Higgs
7. Review of Facility Use and Management Policy – Chief Petersen
8. Health and Wellness Grant Acceptance – AC Ziolkowski
9. Light the Night Donation Authorization – AC Watson
10. Board Approval of Hiring Policy Amendments – Merit System Coordinator  
/HR Director Woolf
11. Facilities Manager Introduction – AC Watson

12. 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

13. Adjournment – Chair Dahle

**The next Board meeting will be October 15, 2019 at 7:30 a.m. at  
UFA EOC located at 3380 South 900 West, Salt Lake City, UT 84119**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFA MEETINGS.**

**In accordance with the Americans with Disabilities Act, UFA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting may be held telephonically/electronically to allow a member of the UFA Board to participate. This agenda is subject to change with a minimum 24-hour notice.**

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 13<sup>th</sup> day of September 2019 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.

Cynthia Young, UFA Board Clerk



## UNIFIED FIRE AUTHORITY BOARD MINUTES

August 20, 2019 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 7:32 a.m.
2. Public Comment  
None
3. Approval of Minutes  
Mayor Overson moved to approve the minutes from the July 16, 2019 UFA Board Meeting as submitted  
Council Member Hull seconded the motion  
All voted in favor
4. Committee Updates
  - Benefits & Compensation Committee
    - No meeting held
  - Governance Committee
    - No meeting held
      - CLO Roberts asked that Board Members encourage their city CLO's to review the Interlocal and return comment as soon as possible
      - The goal is to have a final Interlocal ready for the September 17, 2019 meeting with distribution to the cities to follow
  - Finance Committee
    - No meeting held
      -
5. Consent Agenda
  - a. Review of July Disbursements
    - No questions, distributions as usual for July

Mayor Silvestrini moved to approve the July disbursements as submitted

Council Member Stewart seconded the motion

All voted in favor

6. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Mayor Wilson moved to open the Public Hearing to receive and consider comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Council Member Stewart seconded the motion

All voted in favor

No public comments

7. Consider Resolution 08-2019A to Approve the First Budget Amendment for the 2019-2020 Fiscal Year

- The following amendments were previewed at the July 16, 2019 UFA Board Meeting
  - Increase PT personnel costs for Herriman Peak Load Ambulance
  - Two new FTEs for Municipal Services EM Planning Specialists
  - Purchase of two 2002 Ford F550 Type VI Engines from UFA
  - Sale of light fleet- Capital Replacement Fund
- Some discussion was had concerning the non-Member Fee impact of the Municipal Services position
- Currently Magna, Holladay, Midvale, Kearns, White City and Emigration Canyon have agreed to this service offering
- The intent is to capture the level of service desired by each of the communities during the normal budget process and require the commitment for the full fiscal year
- There has been some interest from non-UFA cities, but currently this service is only offered to those communities UFA serves
- Chief Petersen provided clarification that this program is user fee based and will not affect the Member Fee or the Emergency Management Contract with Salt Lake County
  - The use of a UFA Emergency Manager in the City will assist the ability to integrate the Emergency Management needs for Salt Lake County

Mayor Wilson moved adopt Resolution 08-2019A approving a budget amendment for the 2019-2020 Fiscal Year

Council Member Hull seconded the motion

All voted in favor

8. Fire Chief Report

- Station 120/Herriman Peak Load Ambulance
  - AC Higgs noted that UFA is pleased with the results so far of the move and stated that it is accomplishing what was intended, however, we are only looking at three weeks of data
  - The Peak Load has closed gaps in Herriman
  - Further analysis is taking place and data will be presented at a future meeting
- Business IT Manager Position Update
  - The goal was to find an individual skilled at both leadership and analytics, unfortunately a candidate was not found who met all requirements for the role
  - Chief Petersen stated that UFA will provide the leadership, and the scope of the position will be reduced to ensure we are successful in the key areas

- Will clarify what UFA needs and work on completing a new job description
  - Les Olson is considering their capacity to provide help in analytics and technical assistance with software such as Kronos
    - Based on what they can deliver, we may transfer some of the personnel funding to professional services
- Will keep the Board informed as work continues to better define this position
- Introduction of newly promoted Battalion Chief Wade Russell

9. Closed Session

None

10. Adjournment

Council Member Snelgrove moved to adjourn meeting  
 Mayor Wilson seconded the motion  
 All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini  
 Mayor Kristie Overson  
 Council Member Richard Snelgrove  
 Council Member Gary Bowen  
 Mayor Robert Dahle  
 Council Member Allan Perry

Council Member Sheldon Stewart  
 Mayor Jenny Wilson  
 Mayor Harris Sondak  
 Mayor Robert Hale  
 Council Member Trish Hull

BOARD MEMBERS ABSENT:

Mayor Tom Westmoreland  
 SLCo Surveyor Reid Demman  
 Mayor Kelly Bush  
 Council Member Nicole Martin

Council Member Kathleen Bailey  
 Mayor Mike Peterson

STAFF IN ATTENDANCE:

CFO Tony Hill  
 Chief Petersen

CLO Roberts  
 Cynthia Young, Clerk

OTHER ATTENDEES:

AC Jay Ziolkowski  
 AC Mike Watson  
 AC Stephen Higgs  
 Arriann Woolf  
 BC Dusty Dern  
 BC Russell  
 Bill Brass  
 Brett Wood, Herriman  
 Captain Bogenschutz

Carolyn Keigley, BCC  
 Captain Simons  
 District Chief McBride  
 Division Chief Case  
 Division Chief Mecham  
 Division Chief Larson  
 Division Chief Rhoades  
 Division Chief Robinson  
 Division Chief Torgersen

Ifo Pili, UFSA  
 Keith Zuspan, BCC  
 Lana Burningham  
 Matt McFarland  
 Mike Reberg, SLCo  
 Nile Easton, DOC  
 Ryan Love  
 Steve Quinn

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**AUGUST 2019**

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u>                      | <u>Invoice#</u> | <u>Check Amount</u> |
|------------------|-------------------|-------------|---|-----------------|---------------------|
| Aug-19           | 8/23/2019         | 2           | PAYROLL TRANS FOR 8/15/2019 PAY PERIOD  | N/A             | \$ 1,436,409.49     |
| Aug-19           | 8/9/2019          | 1           | PAYROLL TRANS FOR 7/31/2019 PAY PERIOD  | N/A             | 1,362,743.58        |
| Aug-19           | 8/22/2019         | 82981       | SELECTHEALTH                            | 8312019         | 548,778.40          |
| Aug-19           | 8/9/2019          | 2           | URS ACH PAYMENT - 8/9/19 PAYROLL        | N/A             | 470,566.73          |
| Aug-19           | 8/22/2019         | 3           | URS ACH PAYMENT - 8/23/19 PAYROLL       | N/A             | 467,479.34          |
| Aug-19           | 8/26/2019         | 4           | EFTPS - 8/23/19 PAYROLL                 | N/A             | 295,584.99          |
| Aug-19           | 8/12/2019         | 1           | EFTPS - 8/9/19 PAYROLL                  | N/A             | 270,588.39          |
| Aug-19           | 8/6/2019          | 8062019     | WELLS FARGO BUSINESS CARD               | Multiple        | 208,384.33          |
| Aug-19           | 8/22/2019         | 5           | STATE TAX ACH PAYMENT - 8/23/19 PAYROLL | N/A             | 164,848.09          |
| Aug-19           | 8/15/2019         | 82951       | MCNEIL & COMPANY, INC                   | Multiple        | 108,548.50          |
| Aug-19           | 8/8/2019          | 82908       | DEPARTMENT OF HEALTH                    | 19H5001388      | 91,799.35           |
| Aug-19           | 8/8/2019          | 82928       | UTAH LOCAL GOVERNMENTS TRUST            | Multiple        | 69,197.02           |
| Aug-19           | 8/29/2019         | 83000       | UTAH LOCAL GOVERNMENTS TRUST            | Multiple        | 69,134.71           |
| Aug-19           | 8/22/2019         | 82979       | PUBLIC EMPLOYEES HEALTH PROGRAM         | JULYBILL2019    | 67,420.54           |
| Aug-19           | 8/28/2019         | 82820       | LES OLSON COMPANY                       | Multiple        | 51,399.73           |
| Aug-19           | 8/15/2019         | 82958       | STATE OF UTAH - GASCARD                 | Multiple        | 48,193.44           |
| Aug-19           | 8/28/2019         | 82819       | GCS BILLING SERVICES                    | Multiple        | 31,737.68           |
| Aug-19           | 8/5/2019          | 80520       | GCS BILLING SERVICES                    | Multiple        | 29,715.82           |
| Aug-19           | 8/15/2019         | 82954       | ROCKY MTN POWER                         | Multiple        | 27,789.33           |
| Aug-19           | 8/22/2019         | 82973       | CUSTOM BENEFIT SOLUTIONS, INC.          | 8232019         | 25,045.17           |
| Aug-19           | 8/8/2019          | 82929       | CUSTOM BENEFIT SOLUTIONS, INC.          | 8092019         | 24,951.12           |
| Aug-19           | 8/5/2019          | 80526       | LES OLSON COMPANY                       | Multiple        | 22,422.68           |
| Aug-19           | 8/22/2019         | 82971       | ZOLL MEDICAL CORPORATION                | 2917162         | 21,931.00           |
| Aug-19           | 8/5/2019          | 80521       | LES OLSON COMPANY                       | Multiple        | 17,609.48           |
| Aug-19           | 8/22/2019         | 82972       | AFLAC GROUP INSURANCE                   | 10476           | 17,116.11           |
| Aug-19           | 8/15/2019         | 82959       | UNIFIED FIRE SERVICE AREA               | Multiple        | 15,671.76           |
| Aug-19           | 8/29/2019         | 82986       | COMCAST                                 | 86150356        | 15,170.76           |
| Aug-19           | 8/15/2019         | 82941       | LOVE COMMUNICATIONS, LLC                | 051438-0000     | 15,000.00           |
| Aug-19           | 8/8/2019          | 82916       | ARROW INTERNATIONAL, INC.               | 9501473280      | 14,715.50           |
| Aug-19           | 8/22/2019         | 82985       | SELECTHEALTH                            | 08312019RET     | 14,100.60           |
| Aug-19           | 8/22/2019         | 82965       | LARRY H. MILLER FORD                    | Multiple        | 13,945.91           |
| Aug-19           | 8/29/2019         | 82991       | JERRY SEINER                            | Multiple        | 13,075.68           |
| Aug-19           | 8/8/2019          | 82914       | UNIVERSITY MEDICAL BILLING              | Multiple        | 12,646.00           |
| Aug-19           | 8/29/2019         | 82993       | MAYORS FINANCIAL ADMIN                  | MFA0000714      | 12,222.39           |
| Aug-19           | 8/22/2019         | 82970       | SALT LAKE URBAN SEARCH & RESCUE         | 51              | 10,000.00           |
| Aug-19           | 8/28/2019         | 82821       | NAPA AUTO PARTS                         | Multiple        | 8,213.37            |
| Aug-19           | 8/29/2019         | 82994       | QUEEN OF WRAPS                          | Multiple        | 8,160.61            |
| Aug-19           | 8/22/2019         | 82976       | LOCAL 1696 - IAFF                       | 8232019         | 8,099.54            |
| Aug-19           | 8/8/2019          | 82932       | LOCAL 1696 - IAFF                       | 8092019         | 8,040.82            |
| Aug-19           | 8/8/2019          | 82926       | TELEFLEX MEDICAL                        | 9501471691      | 7,000.00            |
| Aug-19           | 8/15/2019         | 82944       | UTAH AIR NAT'L GUARD-CIVIL ENGINEER     | 1001            | 6,997.00            |
| Aug-19           | 8/8/2019          | 82922       | L.N. CURTIS AND SONS                    | INV297946       | 6,283.30            |
| Aug-19           | 8/15/2019         | 82939       | INTERMOUNTAIN HEALTHCARE                | EAP-02711       | 5,806.35            |
| Aug-19           | 8/8/2019          | 82919       | FUSION IMAGING                          | 14434200        | 5,350.00            |
| Aug-19           | 8/8/2019          | 82920       | GALLAGHER BENEFIT SERVICES, INC         | 177343          | 4,500.00            |
| Aug-19           | 8/22/2019         | 82963       | GALLAGHER BENEFIT SERVICES, INC         | 179596          | 4,500.00            |
| Aug-19           | 8/22/2019         | 82969       | ROWLAND, GERALD KIM                     | 8/1/2019        | 4,166.67            |
| Aug-19           | 8/8/2019          | 82912       | SATCOM GLOBAL INC.                      | Multiple        | 3,903.23            |
| Aug-19           | 8/29/2019         | 82988       | DEPARTMENT OF HEALTH                    | 20EM000004      | 3,518.00            |
| Aug-19           | 8/29/2019         | 83001       | WISE SAFETY & ENVIRONMENTAL             | 1431995         | 3,286.68            |
| Aug-19           | 8/5/2019          | 80523       | VEHICLE LIGHTING SOLUTIONS, INC         | Multiple        | 1,444.21            |
| Aug-19           | 8/29/2019         | 82987       | CUSTOM BENEFIT SOLUTIONS                | Multiple        | 2,293.00            |
| Aug-19           | 8/5/2019          | 80519       | APPARATUS EQUIPMENT & SERVICE, INC      | Multiple        | 2,234.69            |
| Aug-19           | 8/22/2019         | 82984       | FIREFIGHTERS CREDIT UNION               | 08232019TV      | 2,021.65            |
| Aug-19           | 8/8/2019          | 82937       | FIREFIGHTERS CREDIT UNION               | 08092019TV      | 2,017.75            |
| Aug-19           | 8/15/2019         | 82946       | CRITICAL MENTION, INC.                  | 2019-23820A     | 2,000.00            |
| Aug-19           | 8/8/2019          | 82931       | INFOARMOR                               | 3379JUL19       | 1,911.85            |
| Aug-19           | 8/22/2019         | 82964       | KRONOS INCORPORATED                     | 11483719        | 1,808.50            |
| Aug-19           | 8/15/2019         | 82960       | WASATCH FRONT WASTE RECYCLE DIST        | Multiple        | 1,736.00            |
| Aug-19           | 8/15/2019         | 82949       | KRONOS INCORPORATED                     | 11483515        | 1,679.31            |

Note 1: This is a pooled cash account - disbursements listed include those for UFA's Wildland Enterprise fund

Note 2: Payroll totals are for all UFA funds, not just General Fund

X:\Board Docs\2019-08 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - GENERAL FUND POOLED CHECKING**  
**AUGUST 2019**

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u>                  | <u>Invoice#</u> | <u>Check Amount</u>    |
|------------------|-------------------|-------------|-------------------------------------|-----------------|------------------------|
| Aug-19           | 8/8/2019          | 82934       | OFFICE OF RECOVERY SERVICES         | 8092019         | 1,656.43               |
| Aug-19           | 8/22/2019         | 82975       | FIREFIGHTERS CREDIT UNION           | 08232019SF      | 1,613.23               |
| Aug-19           | 8/8/2019          | 82930       | FIREFIGHTERS CREDIT UNION           | 08092019SF      | 1,605.65               |
| Aug-19           | 8/22/2019         | 82978       | OFFICE OF RECOVERY SERVICES         | 8232019         | 1,580.68               |
| Aug-19           | 8/22/2019         | 82980       | PUBLIC EMPLOYEES LT DISABILITY      | 8232019         | 1,385.97               |
| Aug-19           | 8/22/2019         | 82974       | FIDELITY SECURITY LIFE INSURANCE CO | 163937228       | 1,342.45               |
| Aug-19           | 8/8/2019          | 82925       | SIMPLY RIGHT, INC.                  | 116447A         | 1,320.90               |
| Aug-19           | 8/15/2019         | 82942       | SIMPLY RIGHT, INC.                  | Multiple        | 1,282.50               |
| Aug-19           | 8/8/2019          | 82923       | LIFE-ASSIST, INC                    | 932542          | 1,102.60               |
| Aug-19           | 8/22/2019         | 82961       | CANON FINANCIAL SERVICES, INC.      | Multiple        | 1,063.03               |
| Aug-19           | 8/8/2019          | 82911       | OTIS ELEVATOR COMPANY               | SH16142001      | 945.00                 |
| Aug-19           | 8/21/2019         | 82120       | LES OLSON COMPANY                   | SU075722        | 908.00                 |
| Aug-19           | 8/5/2019          | 80527       | WEIDNER FIRE                        | 54869           | 767.52                 |
| Aug-19           | 8/29/2019         | 82989       | DOMINION ENERGY                     | Multiple        | 617.25                 |
| Aug-19           | 8/8/2019          | 82927       | UTAH BROADBAND, LLC                 | Multiple        | 597.00                 |
| Aug-19           | 8/15/2019         | 82938       | ARTISTIC SIGN ACQUISITION CORP      | 19-1125         | 525.00                 |
| Aug-19           | 8/14/2019         | 81420       | MOUNTAIN ALARM                      | Multiple        | 524.70                 |
| Aug-19           | 8/22/2019         | 82967       | PURCHASE POWER                      | POSTAGE 7/19    | 520.99                 |
| Aug-19           | 8/8/2019          | 82915       | WORKFORCEQA, LLC                    | 537164          | 503.00                 |
| Aug-19           | 8/8/2019          | 82921       | JON'S LOCK & KEY, INC.              | 170125322       | 471.25                 |
| Aug-19           | 8/15/2019         | 82943       | SNOWBIRD RESORT LLC                 | Multiple        | 459.68                 |
| Aug-19           | 8/8/2019          | 82918       | EAGLE SIRENS, INC.                  | 191285          | 442.00                 |
| Aug-19           | 8/14/2019         | 81422       | VEHICLE LIGHTING SOLUTIONS, INC     | 5573            | 437.33                 |
| Aug-19           | 8/29/2019         | 82990       | HENRY SCHEIN, INC.                  | 67458024        | 421.75                 |
| Aug-19           | 8/14/2019         | 81419       | GOLD CUP SERVICES INC.              | Multiple        | 414.00                 |
| Aug-19           | 8/29/2019         | 82996       | SHRED-IT USA                        | Multiple        | 316.67                 |
| Aug-19           | 8/5/2019          | 80522       | MOUNTAIN ALARM                      | 185183          | 235.00                 |
| Aug-19           | 8/8/2019          | 82933       | ND CHILD SUPPORT DIVISION           | 8092019         | 214.80                 |
| Aug-19           | 8/22/2019         | 82977       | ND CHILD SUPPORT DIVISION           | 8232019         | 214.80                 |
| Aug-19           | 8/8/2019          | 82913       | STRYKER SALES CORPORATION           | 2693923M        | 214.56                 |
| Aug-19           | 8/21/2019         | 82119       | GOLD CUP SERVICES INC.              | 747758          | 207.00                 |
| Aug-19           | 8/29/2019         | 82999       | UTAH GOVT FINANCE OFFICERS ASSN     | Multiple        | 200.00                 |
| Aug-19           | 8/29/2019         | 82997       | UTAH BROADBAND, LLC                 | 848578          | 199.00                 |
| Aug-19           | 8/5/2019          | 80525       | APPARATUS EQUIPMENT & SERVICE, INC  | 19-IV-2773      | 192.00                 |
| Aug-19           | 8/15/2019         | 82945       | COPPERTON IMPROVEMENT DISTRICT      | W-#115 7/19     | 183.30                 |
| Aug-19           | 8/15/2019         | 82953       | ROADPOST USA, INC                   | RU08204470A     | 181.89                 |
| Aug-19           | 8/8/2019          | 82935       | UNIFIED POLICE FEDERATION           | 8092019         | 171.00                 |
| Aug-19           | 8/22/2019         | 82982       | UNIFIED POLICE FEDERATION           | 8232019         | 171.00                 |
| Aug-19           | 8/15/2019         | 82950       | L.N. CURTIS AND SONS                | INV299126       | 155.92                 |
| Aug-19           | 8/8/2019          | 82910       | L.N. CURTIS AND SONS                | INV296234       | 151.51                 |
| Aug-19           | 8/22/2019         | 82962       | DOMINION ENERGY                     | Multiple        | 144.26                 |
| Aug-19           | 8/14/2019         | 81421       | UNITED SITE SERVICES                | 114-8897920     | 139.00                 |
| Aug-19           | 8/22/2019         | 82966       | MBI BUSINESS DESIGNS, LLC           | 50853           | 131.00                 |
| Aug-19           | 8/15/2019         | 82955       | SALT LAKE COUNTY SERVICE AREA #3    | W/S-#113 7/19   | 99.54                  |
| Aug-19           | 8/15/2019         | 82940       | KRONOS INCORPORATED                 | 11481194        | 99.52                  |
| Aug-19           | 8/15/2019         | 82952       | PITNEY BOWES GLOBAL                 | 3309360241      | 98.55                  |
| Aug-19           | 8/15/2019         | 82947       | DOMINION ENERGY                     | Multiple        | 88.21                  |
| Aug-19           | 8/8/2019          | 82909       | DOMINION ENERGY                     | G-#117 6/19A    | 51.56                  |
| Aug-19           | 8/29/2019         | 82998       | UTAH COUNTY FIRE OFFICERS ASSOC     | 2019-25J        | 50.00                  |
| Aug-19           | 8/15/2019         | 82956       | SATCOM GLOBAL INC.                  | AI08190009      | 46.85                  |
| Aug-19           | 8/15/2019         | 82948       | JOHNSON ROBERTS & ASSOCIATES, INC.  | 140229          | 45.00                  |
| Aug-19           | 8/8/2019          | 82936       | UTAH STATE TAX COMMISSION           | 08092019SC      | 40.00                  |
| Aug-19           | 8/22/2019         | 82983       | UTAH STATE TAX COMMISSION           | 08232019SC      | 40.00                  |
| Aug-19           | 8/8/2019          | 82924       | ROCKY MOUNTAIN WATER COMPANY        | Multiple        | 32.00                  |
| Aug-19           | 8/15/2019         | 82957       | SNOWBIRD RESORT LLC                 | 2BYSY7-C73119C  | 30.00                  |
| Aug-19           | 8/29/2019         | 82992       | JOHNSON ROBERTS & ASSOCIATES, INC.  | 140328          | 17.50                  |
| Aug-19           | 8/22/2019         | 82968       | ROCKY MOUNTAIN WATER COMPANY        | 90623           | 16.25                  |
| Aug-19           | 8/29/2019         | 82995       | ROCKY MOUNTAIN WATER COMPANY        | 92549           | 16.25                  |
|                  |                   |             |                                     |                 | <b>\$ 6,219,618.00</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

X:\Board Docs\2019-08 Disbursements\10

**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - EMERGENCY MANAGEMENT CHECKING**  
**AUGUST 2019**

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u>   | <u>Invoice#</u>    | <u>Check Amount</u>         |
|------------------|-------------------|-------------|--|--------------------|-----------------------------|
| Aug-19           | 8/31/2019         | 2           | FUNDS TRANSFER FROM EOC TO FIRE VEHICLE REPLACEMENT - 2 CHEVY TAHOES | N/A                | \$ 60,000.00                |
| Aug-19           | 8/15/2019         | 7293        | HAGERTY CONSULTING, INC.   | 4847               | 37,922.00                   |
| Aug-19           | 8/8/2019          | 7291        | YOUNG CHRYSLER JEEP DODGE RAM MORGAN                                 | Multiple           | 27,765.00                   |
| Aug-19           | 8/1/2019          | 1           | FUNDS TRANSFER FROM EOC TO FIRE - JUNE PCARDS                        | N/A                | 19,748.57                   |
| Aug-19           | 8/8/2019          | 7288        | INTEGRATED SOLUTIONS CONSULTING CORP                                 | P65152-01          | 14,331.08                   |
| Aug-19           | 8/14/2019         | 81424       | VEHICLE LIGHTING SOLUTIONS, INC                                      | Multiple           | 7,504.56                    |
| Aug-19           | 8/28/2019         | 82823       | JORDAN COMMONS FUNDING LLC   | 8/26/2019          | 6,000.00                    |
| Aug-19           | 8/14/2019         | 7301        | ROCKY MTN POWER  | E-EOC 7/19         | 5,749.62                    |
| Aug-19           | 8/14/2019         | 4           | FUNDS TRANSFER FROM EM TO FIRE - INTERFUND RELATED TO WC ADJ         | N/A                | 5,363.59                    |
| Aug-19           | 8/14/2019         | 3           | FUNDS TRANSFER FROM EM TO FIRE FOR SHSP RTF GRANT DEP IN EM          | N/A                | 4,886.72                    |
| Aug-19           | 8/5/2019          | 80524       | LES OLSON COMPANY  | MIT201668          | 3,438.68                    |
| Aug-19           | 8/14/2019         | 7296        | IDENTISYS INC.   | Multiple           | 3,055.00                    |
| Aug-19           | 8/22/2019         | 7305        | POWER STROKES PAINTING INC.  | 1666               | 2,705.85                    |
| Aug-19           | 8/14/2019         | 7295        | CRITICAL MENTION, INC.   | 2019-23820B        | 2,000.00                    |
| Aug-19           | 8/14/2019         | 7302        | STATE OF UTAH - GASCARD  | Multiple           | 1,974.69                    |
| Aug-19           | 8/14/2019         | 7297        | JORDAN CAMPER  | INV-UFA-01-30-19-A | 1,544.00                    |
| Aug-19           | 8/28/2019         | 82824       | LES OLSON COMPANY  | Multiple           | 1,317.10                    |
| Aug-19           | 8/22/2019         | 7306        | SYRINGA NETWORKS, LLC  | 19AUG0227          | 1,175.00                    |
| Aug-19           | 8/29/2019         | 7310        | UTAH LOCAL GOVERNMENTS TRUST   | 1577417C           | 1,024.05                    |
| Aug-19           | 8/8/2019          | 7290        | UTAH LOCAL GOVERNMENTS TRUST   | 1576782C           | 961.74                      |
| Aug-19           | 8/22/2019         | 7304        | LUCKY JAKES FIREFIGHTING EQUIPMENT                                   | 18-0629            | 945.00                      |
| Aug-19           | 8/8/2019          | 7289        | SIMPLY RIGHT, INC.   | 116447B            | 880.60                      |
| Aug-19           | 8/15/2019         | 7294        | SIMPLY RIGHT, INC.   | Multiple           | 855.00                      |
| Aug-19           | 8/15/2019         | 7292        | FREDERICKSON, ROBIN L  | 100                | 750.00                      |
| Aug-19           | 8/14/2019         | 81423       | GOLD CUP SERVICES INC.   | Multiple           | 385.25                      |
| Aug-19           | 8/14/2019         | 7299        | MAYORS FINANCIAL ADMIN   | SLC0000261         | 382.43                      |
| Aug-19           | 8/22/2019         | 7307        | PUBLIC EMPLOYEES HEALTH PROGRAM                                      | 07312019EOC        | 268.86                      |
| Aug-19           | 8/14/2019         | 7298        | L.N. CURTIS AND SONS   | INV305597          | 245.00                      |
| Aug-19           | 8/29/2019         | 7309        | SHRED-IT USA   | 8127882178D        | 103.05                      |
| Aug-19           | 8/14/2019         | 7300        | ROADPOST USA, INC  | RU08204470B        | 60.63                       |
| Aug-19           | 8/14/2019         | 7303        | WASATCH FRONT WASTE RECYCLE DIST                                     | 6125C              | 50.00                       |
| Aug-19           | 8/29/2019         | 7308        | ARTISTIC SIGN ACQUISITION CORP                                       | 19-1406            | 45.00                       |
|                  |                   |             |  |                    | <u><b>\$ 213,438.07</b></u> |



**UNIFIED FIRE AUTHORITY**  
**CASH DISBURSEMENTS - FIRE CAPITAL REPLACEMENT FUND**  
**AUGUST 2019**

| <u>GL Period</u> | <u>Check Date</u> | <u>Ref#</u> | <u>Vendor Name</u>              | <u>Invoice#</u> | <u>Check Amount</u>        |
|------------------|-------------------|-------------|---------------------------------|-----------------|----------------------------|
| Aug-19           | 8/2/2019          | 171         | LES OLSON COMPANY               | MIT201679       | \$ 20,561.70               |
| Aug-19           | 8/2/2019          | 172         | SEMI SERVICE INC.               | W127179         | 17,957.58                  |
| Aug-19           | 8/14/2019         | 18          | LES OLSON COMPANY               | MIT201709       | 9,620.42                   |
| Aug-19           | 8/28/2019         | 82822       | VEHICLE LIGHTING SOLUTIONS, INC | 5571            | 6,484.62                   |
| Aug-19           | 8/5/2019          | 80523       | VEHICLE LIGHTING SOLUTIONS, INC | 5437            | <u>1,385.50</u>            |
|                  |                   |             |                                 |                 | <u><b>\$ 56,009.82</b></u> |



# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Assistant Chief Higgs  
SUBJECT: USAR Deployment Staffing Challenges  
DATE: September 17, 2019

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Utah Task Force One (UT-TF-1) deployed to Hurricane Dorian on Tuesday, September 3<sup>rd</sup>, and is currently in Charlotte, NC. Twenty six members from Operations (OPS) were deployed along with three additional members to support an Incident Support Team, 29 OPS members in total.

With the deployment of the 29 from OPS, we are challenged with our ability to back-fill positions. There are many reasons for the challenge; 16 of the 29 members are from B Platoon alone. The reasons for this is certification levels required and availability for the members we deployed. There are other impacts to staffing that exist, aside from the deployment. We currently have 16 OPS members on long-term injury status and eight vacant positions, as well as our on-going challenges with depth in the over-time pick list. All of these factors present a staffing challenge.

Staffing impacts have been manageable to this point. We anticipate some units running three handed, and we have taken some peak-load ambulances (PLA) out of service when necessary. As an example, tomorrow, Friday, September 6<sup>th</sup>, B Platoon is on-duty and we have taken two PLA's out of service. All other units are staffed and this is our status before sick-call in the morning.

We have asked members who did not deploy to step-up and help fill positions. To this point the response has been adequate to keep positions filled.

I do not want to paint a picture that we are in a crisis, but we are facing challenges with the impact of the deployment coupled with our pre-existing situation. There will be times when a heavy apparatus runs short-handed (three vs. four), or a PLA is taken out of service. This impact will be spread around so we are not consistently impacting a particular community. Much of the immediate stress will be relieved when the deployed members return home.

Long term, we need to examine the staffing and fiscal challenges we face in maintaining our minimum daily staffing. We do not see an immediate solution to the long-term injury situation, and the number of vacancies is expected to increase as we move toward the end of the year. I would like to provide a briefing during the September UFA Board Meeting and follow up with a deeper discussion at a future meeting regarding the costs for maintaining minimum staffing requirements.

| <p style="text-align: center;"><b>UNIFIED FIRE AUTHORITY</b><br/> <b>Rules, Policies and Procedures</b></p>                |   |   |
|--|---|---|
| <p style="text-align: center;">Volume I<br/> <i>UFA Board Administrative<br/> Code of Policies and<br/> Procedures</i></p> | <p style="text-align: center;">Chapter 2<br/> <i>Administration</i></p> | <p style="text-align: center;">Section 4<br/> <i>Facility Use and<br/> Management</i></p> |

**POLICY:**

The Board of Unified Fire Authority finds the following:

1. The training rooms and associated equipment located in UFA fire facilities constitute assets constructed and acquired with public funds and their use must be consistent with the public trust in which they are held. For facilities acquired with bond funds the use must be consistent with the terms of the bond indentures and all applicable federal regulations to protect the tax exempt status of the bonds. In addition, use of the facilities and equipment must be consistent with the needs of the department.
2. It is the policy of the UFA that fire department facilities shall be first dedicated to the needs of the department, and when otherwise available, may be used for government sponsored use. Use of the facilities and equipment by individuals or for-profit organizations is strictly prohibited. Use of the facilities and equipment by non-profit entities is prohibited unless such use constitutes government sponsored use.
3. It is the policy of UFA that government sponsored use shall be those functions and activities that a governmental entity determines are associated with the accomplishment of the governmental entity's purpose.
4. It is the policy of the UFA that use of UFA facilities shall be at no cost to the UFA and reasonable fees shall be charged sufficient to cover all costs associated with the use of UFA facilities for all government sponsored use.

**Purpose and Intent**

In enacting this section, it is the purpose and intent of the Board to provide guidance to UFA personnel, governmental entities and the public regarding the conditions of and procedures for use of UFA facilities that are appropriate for public use.

**Definitions**

1. *Departmental Use* – the use of UFA facilities and equipment by the Department.
2. *Government Sponsored Use* – the use of Departmental facilities and equipment by another governmental entity or a non-profit entity performing a function necessary to a governmental entity and whose use is sponsored by that governmental entity.
3. *Facility Use Agreement* – an agreement between a governmental entity and the UFA that governs the conditions of use of UFA facilities and related equipment.

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| <p style="text-align: center;">Volume I<br/> <i>UFA Board Administrative<br/> Code of Policies and<br/> Procedures</i></p> | <p style="text-align: center;">Chapter 2<br/> <i>Administration</i></p> | <p style="text-align: center;">Section 4<br/> <i>Facility Use and<br/> Management</i></p> |

4. *Sponsor* – a governmental entity sponsors a non-profit use of a Departmental facility if it submits a written request for such use to the UFA, pays the fees for such use and such use is pursuant to the written facility use agreement between the governmental entity and the UFA.

### **Priority of Use**

The primary use of UFA facilities and related equipment is for departmental use. All other uses are subordinate to this primary use. The second priority for scheduling the use of UFA facilities and related equipment is for programs and activities of a UFA member entity. The third priority for scheduling the use of UFA facilities and equipment is for programs and activities of a non-member governmental entity. The fourth priority for scheduling the use of UFA facilities and equipment is for government sponsored uses of UFA member entities. The fifth priority for scheduling the use of UFA facilities is for government sponsored uses of non-member governmental entities. The UFA, at its sole discretion, reserves the right, after consultation with the governmental entity, to cancel or modify Priority 2-5 usage reservations if the facilities are required for UFA purposes.

### **Fees**

The Fire Chief shall establish reasonable fees for non-UFA use of UFA facilities and related equipment and update those fees regularly so that the UFA incurs no expense for their use. Admission fees may not be charged by the governmental entity or the sponsored user for admission to the facility. Sales of products or services are not permitted on UFA property.

### **Facility Use Agreements**

Each governmental entity desiring to use UFA facilities and related equipment shall enter into a written Facility Use Agreement with the UFA setting forth the conditions of use. An entity may enter into a single master agreement covering all entity usage or entity sponsored usage. Each agreement shall protect the UFA from liability arising out of the facility usage, injury or damage to the facility and UFA equipment, provide for adequate supervision and/or security for individuals using the facility, preparation of the facility for use, maintenance and cleaning of the facility, interruption or cancellation of use, separation of activities from office and living space of UFA employees and facility and equipment fees.

### **Termination and Cancellation of Use**

Fire Stations and related facilities, by their nature, are subject to interruptions in staffing and/or emergency usage requirements. No Facility Use Agreement may unconditionally guarantee the condition or possession of the facilities or that the usage of a facility will not be interrupted. The UFA reserves the right to cancel or terminate facility usage if necessary.

### **Reservations**

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Reservation requests shall be made in writing to the Community Services Bureau of the UFA which shall coordinate the scheduling with the Division Commander of the division in which the facility is located.



# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Assistant Chief Watson  
SUBJECT: Light the Night Event for Fallen Firefighters  
DATE: September 17, 2019

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Honorable UFA Board of Directors,

Home Depot has offered the following goods as a donation to help us participate in the *Light the Night* event, by lighting all UFA fire stations in red to honor fallen Firefighters during the National Fallen Firefighters Memorial Week September 29 – October 6, 2019.

The following goods have been offered for donation:

- 100 ea. Bronze Portable Outdoor Landscape Flood Lights
  - \$4.97 ea.
- 100 ea. 90-Watt PAR 38 LED Flood Red
  - \$10.97 ea.
- 100 ea. 25 ft. 16/3 Indoor/Outdoor Extension Cord
  - \$9.97 ea.
- Total Value of donated goods
  - \$2,591

Thus far, these goods have only been offered, not received by UFA staff. We have received a signed copy of the Declaration of Gift document from Home Depot. Facilities staff will await approval from the UFA Board before accepting the offer of these donated goods.

Action Requested:

Consider approval of UFA accepting donation of the goods listed above, to allow us to participate in the upcoming memorial event. Thank you for your consideration.

Respectfully,

Mike Watson  
Support Section Assistant Chief  
Unified Fire Authority



# UNIFIED FIRE AUTHORITY

TO: UFA Board of Directors  
FROM: Arriann Woolf, H.R. Director/Merit System Coordinator  
SUBJECT: Approval of Revised Policy – Filling of Job Vacancies  
DATE: September 17, 2019

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For the past year, we have been working through the creation of a Professional Development Plan for the organization. The draft of that Plan was presented to the UFA Board of Directors in June, 2019 and gives guidance to our sworn employees in moving/promoting through various ranks and assignments.

To coincide with the direction of the Plan, we are proposing changes to the existing policy for Filling of Job Vacancies. I have attached both a redline and a clean version of the policy for your review and consideration. The primary changes are:

- 1) Adding a purpose statement to the policy
- 2) Clarifying that on-going promotional registers will be established by the Merit System Coordinator for Entry Firefighter, Entry Paramedic (when applicable), Engineer, Hazardous Materials Specialist, Heavy Rescue Specialist, Captain and Battalion Chief. For all other positions, including Civilian positions, recruitment and selection processes will be conducted at the time the vacancy is requested to be filled.
- 3) Changing the parameters for the Fire Chief to select individuals from an Entry Firefighter or Paramedic merit register. The number of individual advancing to the final list is determined by the Merit System Coordinator, in conjunction with the Fire Chief, based on anticipated vacancies and evaluation of test scoring bands.
- 4) Standardizing the certification rule for all promotional merit registers. We had an exception to that rule for Battalion Chief, which allowed the Fire Chief to consider the top eight ranking individuals on the promotional register, rather than the top three. The revised policy eliminates that difference and establishes the “Rule of 3” for all promotional registers.

| <b>UNIFIED FIRE AUTHORITY</b><br><b>Rules, Policies and Procedures</b>                     |                                      |  |
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| <b>Volume I</b><br><i>UFA Board Administrative<br/>Code of Policies and<br/>Procedures</i> | <b>Chapter 3</b><br><i>Personnel</i> | <b>Section 3150</b><br><i>Filling of Job Vacancies</i> |

## PURPOSE

This policy identifies the parameters for the Fire Chief when selecting individuals for hire or promotion and defines the role of the Merit System Coordinator in creating certified merit registers or selection processes. The policy also provides for specific instances where individuals may be given consideration for hire or promotion ahead of individuals on certified merit registers or prior to conducting other selection processes.

## PROCEDURES

### 1.0 Individuals Entitled to First Consideration

- 1.1 Qualified individuals who were previously merit employees and subsequently accepted an appointment to an exempt Executive Staff position, and are removed from that position, shall be returned to the previous merit position and rank held in accordance with UFA Policy and Procedure – Employment Status.
- 1.2 Qualified individuals on a reappointment register developed in accordance with UFA Policy and Procedure – Reduction-in-Force/Re-appointment Registers shall be given first consideration for all job vacancies, although, if applicable, the placement of a previously merit, then appointed employee as described in paragraph 1.1, shall be considered prior to an individual on a reappointment register.

### 2.0 Rehires

- 2.1 The Fire Chief or designee may choose to fill a vacancy by rehiring a former employee who meets all of the eligibility requirements in accordance with UFA Policy and Procedure – Rehire

### 3.0 Transfers

- 3.1 Firefighter Specialists may request to return to a Specialist position, which they previously held and competed for through a promotional process. The Fire Chief or designee may choose to fill a vacancy with a transfer of such individual. The Fire Chief or designee may also require the individual to complete a skills assessment for the position in coordination with the Fire Training Division and/or the Special Operations Division Chief prior to making a decision regarding the transfer.

### 4.0 Filling Vacancies

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4.1 If, or when, the Fire Chief wishes to fill a vacancy, he or she will submit a request to the Merit System Coordinator or designee.

4.1.1 For the positions of Entry Firefighter, Entry Paramedic, Engineer, Hazardous Materials Specialist, Heavy Rescue Specialist, Captain and Battalion Chief, certified registers will be established and maintained by the Merit System Coordinator or designee, in accordance with applicable policies, and used to fill the vacancy(ies) as described below:

4.1.1.1 If the vacancy(ies) is for an entry-level firefighter or entry-level paramedic position, the Fire Chief has the discretion to select any individual on the certified hiring register, regardless of their rank on the register.

4.1.1.2 If the vacancy(ies) is for a promotion to one of the positions identified in paragraph 4.1.1 where a promotional register was established, the top three ranking individuals, plus one for each additional opening, shall be certified for consideration and the Fire Chief has the discretion to select any of the certified individuals.

4.1.2. For all other positions, including Civilian positions, recruitment and selection processes will be initiated by the Merit System Coordinator or designee at the time that the request is received to fill the vacancy. Selection processes, at a minimum will include a structured interview and will be conducted in accordance with applicable policies. Certified registers will not be created for these positions.

4.1.2.1 The Fire Chief may select individuals for hire or promotion from among all candidates who, based on a screening by the Merit System Coordinator or designee and the applicable supervisor, advanced to the structured interview process.

5.0 Individuals selected for hire from an entry-level merit employment register will be subject to the new hire process and provisions as described in UFA Policy and Procedure – New Hire Requirements and Process,

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## PURPOSE

This policy identifies the parameters for the Fire Chief when selecting individuals for hire or promotion and defines the role of the Merit System Coordinator in creating certified merit registers or selection processes. The policy also provides for specific instances where individuals may be given consideration for hire or promotion ahead of individuals on certified merit registers or prior to conducting other selection processes.

## PROCEDURES

### 1.0 Individuals Entitled to First Consideration-

- 1.1 Qualified individuals who were previously merit employees and subsequently accepted an appointment to an exempt Executive Staff position, ~~(without a break in service) and who are not retained by the Board, and are removed from that position,~~ shall be ~~transferred back to a merit position~~ returned to the previous merit position and rank held in accordance with ~~section 3165 of the Personnel Policies and Procedures~~ UFA Policy and Procedure – Employment Status.
- 1.2 Qualified individuals on a reappointment register developed in accordance with ~~Section 4190 of the Personnel Policies and Procedures~~ UFA Policy and Procedure – Reduction-in-Force/Re-appointment Registers shall be given first consideration for all job vacancies, although, if applicable, the placement of a previously merit, then appointed employee as described in paragraph 1.1, shall be considered prior to an individual on a reappointment register.

### 2.0 Rehires.

- 2.1 The Fire Chief or designee may choose to fill a vacancy by rehire rehiring a former employee who meets all of the eligibility requirements ~~as outlined in Section 3145 of the Personnel Policies and Procedures by following the procedures prescribed in that policy~~ in accordance with UFA Policy and Procedure – Rehire-

### 3.0 Transfers

- 3.1 Firefighter Specialists may request to return to a Specialist position, which they previously held and competed for through a promotional process. The Fire Chief or

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designee may choose to fill a vacancy with a transfer of such individual. The Fire Chief or designee may also require the individual to complete a skills assessment for the position in coordination with the Fire Training Division and/or the Special Operations Division Chief prior to making a decision regarding the transfer.

~~340~~ Requests To Filling Job Vacancies from Certified Registers or Recruitment and Selection Processes

~~341~~ When a vacancy occurs, the Fire Chief or designee will determine the necessity of filling the vacancy. If, or when, the Fire Chief or designee wishes to fill the a vacancy, he or she will submit a request for a Certification List to the Merit System Coordinator or designee.

~~34.1.1~~ The Merit System Coordinator or designee shall check for existing active merit employment registers. If available and appropriate, existing registers shall be used to fill the vacancy. For the positions of Entry Firefighter, Entry Paramedic, Engineer, Hazardous Materials Specialist, Heavy Rescue Specialist, Captain and Battalion Chief, certified registers will be established and maintained by the Merit System Coordinator or designee, in accordance with applicable policies, and used to fill the vacancy(ies) as described below:

~~3.1.2~~ If an active register is available, the Merit System Coordinator or designee shall certify the top, active candidates to the Fire Chief or designee for consideration for hire or promotion.

~~34.1.21.1~~ If the vacancy(ies) is for an entry-level firefighter or entry-level paramedic position, the Fire Chief has the discretion to select any individual on the certified hiring register, regardless of their rank on the certified hiring register. the top three ranking individuals for each available opening (three times the number of openings) shall be certified.

~~3.1.21.2~~ If the vacancy(ies) is for a promotion to one of the positions identified in paragraph 4.1.1 where a promotional register was established at firefighter position, below up to the rank of Battalion Chief, the top three ranking individuals, plus one for each additional opening, shall be certified. for consideration and the Fire Chief has the discretion to select any of the certified individuals.

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~~34.1.2.3~~ For all other positions, including Civilian positions, recruitment and selection processes will be initiated by the Merit System Coordinator or designee at the time that the request is received to fill the vacancy. Selection processes, at a minimum will include a structured interview and will be conducted in accordance with applicable policies. Certified registers will not be created for these positions. ~~All other promotional processes, including those for civilian positions being recruited for internally, will occur at the time the vacancy occurs and proceed using a valid selection process certified by the Merit System Coordinator for Merit positions or the HR Director for non-Merit positions in consultation with the Fire Chief or his designee. No register shall be established.~~ If the vacancy(ies) is for a Battalion Chief position, the top eight ranking individuals, plus one for each additional opening, shall be certified

4.1.2.1 The Fire Chief may select individuals for hire or promotion from among all candidates who, based on a screening by the Merit System Coordinator or designee and the applicable supervisor, advanced to the structured interview process.

~~3.1.2.4~~ If the vacancy(ies) is for a non-firefighter position, the top five ranking individuals, plus one for each additional opening shall be certified. If there are any other applicants whose final examination score is tied with the last individual certified, they shall also be certified.

~~3.1.3~~ If no active register is available, the Merit System Coordinator or designee will initiate steps, in accordance with sections 3100 and 3120 of the Personnel Policies and Procedures, to establish a merit employment register from which to fill the vacancy.

~~3.1.3.1~~ After the merit employment register is established, candidates shall be certified in accordance with paragraph 3.1.2 of this policy.

~~3.1.4~~ The Fire Chief or designee may request a Supplemental Certification List.

~~3.1.4.1~~ A supplemental certification may be requested from an entry level merit employment register if there are fewer than the required number (three times the number of openings for a firefighter position and a total of five for a non-firefighter position) of certified individuals who are interested and available for employment.

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~~3.142 A supplemental certification may be requested from a promotional merit employment register if there are fewer than three certified individuals plus one for each additional opening who are interested and available for the promotion.~~

~~3.143 To receive a supplemental certification, the Fire Chief or designee must provide documentation to support the removal of candidates from the register in accordance with Section 3140 of the Personnel Policies and Procedures.~~

~~3.144 The Merit System Coordinator or designee will review the documentation supporting the removal of names and will determine the appropriate number of additional names to certify.~~

~~3.145 Additional names shall be certified in accordance with paragraph 3.1.2 of this policy.~~

#### ~~4.0 Interviewing Certified Job Candidates.~~

~~4.1 For all entry level positions, the Fire Chief or designee must may offer an interview to all any number of candidates certified candidates for the a particular vacancy or vacancies except as noted in paragraph 4.1.3 of this policy:~~

~~4.1.1 Candidates shall be notified of the interview by letter, email or telephone.~~

~~4.1.2 If a candidate cannot be contacted by telephone or email, the Fire Chief or designee shall attempt to notify the candidate by letter. Written notification shall be mailed at least (5) calendar days prior to a scheduled interview appointment.~~

~~4.1.3 In cases where a certified candidate has been interviewed within the last 30 calendar days, the Fire Chief or designee may choose to not interview that candidate again. In these cases the candidate does not have to be notified that interviews are being held. However, he or she remains active on the certification and on the merit employment register for future openings.~~

~~4.2 For promotional positions, an interview is optional at the discretion of the Fire Chief or designee.~~

~~4.2.1 If interviews are conducted, all certified candidates shall be offered an interview.~~

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~~4.3 — The Fire Chief or designee is required to provide the Merit System Coordinator or designee with documentation of interview results or attempts, reasons why any certified candidates were not interviewed and the name(s) of the candidate(s) selected.~~

~~4.4 — Any candidate who turns down an interview or a proffered appointment will be changed to inactive status on the employment register from which he or she was certified.~~

~~4.4.1 — While in inactive status, a candidate is not eligible for certification for an interview or for consideration for a position.~~

~~4.4.2 — To return to active status, the candidate must submit a request in writing to the Merit System Coordinator or designee.~~

~~4.4.3 — Reinstatement to active status will occur the first working day after the request is received by the Merit System Coordinator or designee.~~

5.0 Individuals selected for hire from an entry-level merit employment register will be subject to the new hire process and provisions as described in ~~sections 3155, 3165 and 3170 of the Personnel Policies and Procedures.~~UFA Policy and Procedure – New Hire Requirements and Process.

~~6.0 — Individuals selected for promotion from a promotional merit employment register will be promoted in accordance with section 4130 of the Personnel Policies and Procedures.~~

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| Revision Date: <del>April 18, 2006</del> <u>September 17, 2019</u> | Page 5 of 5 | <u>Michael H. Jensen, Fire Chief</u><br><u>Approved by Board: September 17, 2019</u> |
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