



UNIFIED FIRE AUTHORITY BOARD MINUTES

January 18, 2022, 7:30 a.m.

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119

1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:33 a.m.

Extended a welcome to new Board Members:

Catherine Harris, Emigration

Mayor Roger Bourke, Alta

Mayor Mike Weichers, CWH

Mayor Marcus Stevenson, Midvale

2. Public Comment

None

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

3. Legislative Update

- Dave and Ashley Spatafore reviewed the Bill Tracker Watch List that was included in the packet
- This list provides a brief overview of the bills and who within UFA has been designated to oversee them
- This list is sent to legislators every Monday
- The Spatafores extended an invitation to all Board Members to participate on the UFA Legislative Committee
- Chief stated that this partnership with the Spatafores has allowed for an active role in the process, UFA has not been reactionary at all in the legislative process and partnerships have developed that help move UFA forward
- Council Member Stewart requested that SB102 addressing cell phone use while in a motor vehicle be added

- Dave Spatafore expressed his appreciation for the work Chief Petersen has done and how much this work means for Utah fire agencies and the entire fire industry

4. Administer Oath of Office for New Board Members

- Board Members Marcus Stevenson, Mike Weichers, and Roger Bourke were sworn in

5. Board Elections

- CLO Roberts clarified that there is no formal rule or policy, however, the Board Chair and Vice Chair typically hold their positions for two years
- Council Member Stewart nominated Mayor Dahle for Chair
 - Mayor Stevenson seconded the nomination
- There were no further nominations

Mayor Silvestrini moved to close the nominations
 Mayor Overson seconded to close the nominations
 All voted in favor, none opposed to closing the nominations

A roll call vote was taken for approval of Mayor Dahle as Chair of the UFA Board of Directors

Bailey	Y	Overson	Y
Bourke	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Dahle	Y	Stevenson	Y
Harris	-	Stewart	Y
Henderson	Y	Theodore	Y
Hull	Y	Weichers	Y
Kanter	Y	Westmoreland	-
Knopp	-		

- Mayor Dahle thanked Council Member Perry for his service as Chair
- CLO Roberts explained that typically the Vice Chair moves into the Chair position following two years of service by the Chair
- A pause in taking a vote for the Vice Chair was exercised in order for Board Members to consider this position
 - This vote will be brought back for the February 15 meeting
- Mayor Dahle asked that those considering the position reach out to gain a better understanding of what it entails and the commitment it requires
- Chief Petersen expressed the importance of the commitment and being prepared to help the organization run well
- Mayor Dahle invited anyone interested to contact him with questions and for consideration for the position

6. Annual Board Member Requirements

- CLO Roberts reviewed the requirements for all Board Members
- Cyndee will be reaching out to the new members with more information to help guide their onboarding
- Conflict of Interest Policy was reviewed, any questions should be directed to CLO Roberts
- Board Alternate
 - The Interlocal Agreement allows for an alternate to attend and vote if the appointed Board Member is unable to attend
 - The alternate must also be an elected official and must be appointed as an alternate
- State Auditor Training
 - This training must take place every 4 years
 - Cyndee will provide new Board Members with the link
- Ethics Policy
 - At the February 15, 2022 meeting; all Board Members will be asked to sign an acknowledgement of the Ethics Policy that was include in the meeting packet
 - This policy is a result from the audit 5 years ago
 - CLO Roberts asked that all members review the policy in preparation for acceptance next month
- Mayor Dahle reminded the Board that CLO Roberts works directly for them, not the Fire Chief

7. Approval of Minutes

Council Member Perry moved to approve the minutes from the December 21, 2021, UFA Board Meeting as submitted

Council Member Hull seconded the motion

All voted in favor, none opposed

Council Member Catherine Harris, Emigration Canyon arrived

8. Consent Agenda

a. Review of December Disbursements

- CFO Hill pointed out that the final payment on the \$2.8M lease purchase that was entered into in 2015 has been made
- This is an exciting milestone
- Moving forward, the Capital Replacement Plan will be smoother
- Chief Petersen reminded the Board that \$1M was used from the Fund Balance to make a portion of the payment
- Chief credited Logistics for their work in selling excess equipment and returning the funds to the Capital Fund
 - Approximately \$1.4M was returned to the Capital Fund
- Going forward, there is a 3-year rotating Capital Replacement Plan that never spikes the budget

Council Member Stewart moved to approve the December disbursements as submitted

Mayor Overson seconded the motion

All voted in favor, none opposed

9. Committee Updates

- Committee Assignments
 - CLO Roberts reviewed the current committee assignments
 - There are currently 2 seats available for UFSA on the UFA Finance Committee
 - Anyone interested in taking part in one of the following committees, please reach out to Cyndee
 - As a reminder, all sub-committee meetings are held as public meetings
- Benefits & Compensation Committee
 - Next meeting February 14, 2022
 - This meeting begins the budget process
 - The effects of COLAs and URS will be big discussions as to how these and more items impact the budget
 - Another meeting in March will determine a formal recommendation to the Finance Committee for budget work in preparation to present to the Board
- Governance Committee
 - No meeting held
- Finance Committee
 - Next meeting April 15, 2022
 - The budget recommendation from Benefits & Compensation will be reviewed
 - A final budget recommendation will be prepared for the May 17 Board Meeting

10. Donation of Expired PPE to Jordan Academy for Technology and Careers (JATC)
- UFA has received a request for expired PPE from JATC
 - CLO Roberts stated that as this is outside of our normal procedure, it was brought before the Board
 - UFA has partnered with JATC since 2012 to support their Fire Science and Emergency Medical Technician Programs
 - UFA also provides a Program Coordinator and course instructors, surplus fire apparatus, access to equipment and to the UFA Fire Training grounds as needed
 - This partnership has proven beneficial to UFA over the years as we have hired students who have completed their courses at JATC as both PT and FT employees
 - DC Robinson presented the list of items
 - UFA can accommodate the donation of all items as none of it has any surplus value
 - The only items that are on hold are the helmets, new ones are on order, but have yet to arrive

Council Member Perry moved to approve the donation of items as presented
Council Member Hull seconded the motion
All voted in favor, none opposed

11. Quarterly Financial Report
- UFA is half-way through the fiscal year
 - Reviewed the top revenues; Member Fee and Ambulance Revenue
 - Both are coming in as expected
 - EMAC deployment reimbursements are in the process of collection
 - Currently, only 1.3% has been collected
 - Reviewed Expenditures
 - OT is coming in a bit over budget currently
 - Council Member Stewart asked for clarification on the Dispatch payment
 - CFO Hill explained that it is collected twice; July and December
 - Reviewed Funds
 - As questioned; at this halfway point in the fiscal year, there are no alarms or points of concerns related to the budget
 - CFO Hill stated that the only concern are personnel costs with OT which remains always at the top of the radar and is monitored every pay period

Mayor Overson moved to approve Quarterly Financial Report as presented
Mayor Silvestrini seconded the motion
All voted in favor, none opposed

8. Fire Chief Selection Process
- Applications and Review of Process
 - HR Director Day reviewed the memo outlining the process
 - The application process has closed with 3 internal applications having been received
 - The next step is to review the applicants for eligibility and send 360 evaluations to all of UFA for feedback
 - The 360's focus on expectations and leadership competencies
 - This tool allows for all employees to communicate about those who are applying

9. Seismic Retrofit Update

- Division Chief Robinson provided an update on the seismic work
 - 5 Station structural
 - Stations 110/116
 - Working closely with Paulsen Construction to coordinate work as crews may remain in the stations
 - Work should begin next week at Station 116 and Station 110 shortly thereafter
 - Both projects are expected to be completed within 90 days
 - Stations 107/109/115
 - Currently reviewing the 90% design sets
 - Targeting early February for posting General Contractor RFP
 - 20 Station non-structural
 - Coleman Seismic has completed non-structural upgrades on 19 of the 20 stations
 - Work at Station 116 should be completed today
 - Emergency Generators
 - Station 103
 - Prep work for installation is complete
 - Station 107
 - Prep work is underway
 - Station 113
 - Contractor still working with MSD for building permit

10. Fire Chief Report

- New Board Member Orientations
 - Cyndee will begin to reach out to schedule these orientations
 - Will conduct both UFA and UFSA at the same time
 - This is an opportunity for new members to receive an in-depth look at the budget document, explain the Capital Plan, Strategic Plan, Member Fee, etc.
 - Chief asked that new members keep an open mind to how it works
 - It will become clear that this is a partnership that fills the void between service to the community and the critical processes necessary for our success
 - The overall goal is to make sure the community gets what they need and want from their fire and ambulance service rather than what is fun to work on
- COVID Impact/Limitations on Mandatory Staffing/Continuity of Operations
 - Chief explained employees are needing a reprieve from the past 20 months of non-stop stress
 - The burden on employees has been strong, the over-hiring has allowed the maintenance of staffing regularly
 - Chief feels it is time to place a cap on staffing effected by COVID, it can no longer rest on the employee shoulders by making them come back to work nonstop in order to maintain staffing
 - The policy on Continuity of Operations was included in the packet for reference
 - Chief is placing a cap on no more than 2 mandatories daily as the impact of the new COVID spikes is felt
 - The next step is for the Operations Chief to randomly draw down crews, not run ambulances, etc.

- To this point, there has been no need to mandatory, employees have stepped up as they also don't want to drop below a 4-person crew as it is the best for response as you know
- While Sick Leave has increased, employees are returning to work faster, 5 days rather than 10
 - Staffing is seeing an extra 3.5 or more sick people every shift which requires coverage with OT, this is a fairly major impact
- Current Year Budget Impacts
 - Chief Petersen referenced the Overtime Line Item and why it is at 57%
 - Under-expend is an estimated \$2.5M every year, this keeps the mode of spend out mentality at bay
 - This \$2.5M is at risk this year of being fully available due to the OT
 - UFA is working and monitoring this closely
 - CARES Funding was requested to replenish some of the fund balance last year, this year ARPA funds were pursued
 - If there is a chance for payment of this invoice this year, it will help meet the targets for fund balance going forward
 - Inflationary costs such as fuel has had an impact
 - The last fuel estimate is \$175,000 over budget, watching this closely
 - Chief Petersen has met with Division Leaders and asked for a pause on spending
 - The goal is to make sure objectives for the year are completed, but pause where possible
 - Projects such as the Cancer Reduction Initiative is a good example of something that we don't want to slow or stop
 - Divisions are effective at being in control of their expenses, none of the Divisions work as if every line item can be spent out
- Update on Ultimate Kronos Group Failure
 - Mid December all payroll and staffing was hacked through the cloud services
 - UFA systems were not impacted, but access to payroll software and staffing software were attacked
 - It is still unknown if any information was compromised
 - Payroll has been relying on an old version of Caselle for payroll, all timecards had to be recreated
 - Staffing has limited access as well, using a system called Vector Scheduling
 - Currently working off of a free demo
 - The Staffing Captains have built out some systems to make this work
 - Continuing to move forward in a limited capacity, once the systems are back and running, it will be necessary to manually update both systems
- Strategic Plan Update
 - AC Pilgrim provided an update
 - UFA is currently 1-year in to the 3-year plan
 - The plan offers the opportunity to identify relevant actionable criteria and items to be used as goals to work toward and accomplish in the 3-year period
 - The plans were developed not only by employees, but external partners and the communities
 - Gauging value and what is not valued from outside UFA
 - Goals outlined; Best Practices, Community and Partner Involvement, Resilient Culture, Professional Development, Well-Being of our People

- Key Initiatives
 - Enhanced Leadership
 - Improved Emergency Services Delivery
 - Improved Community Involvement
 - Improve behavioral Health

11. Closed Session
None

12. Adjournment
Mayor Silvestrini moved to adjourn the January 18, 2022 meeting
Mayor Overson seconded the motion
All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey
Council Member Chrystal Butterfield
Council Member Catherine Harris
Mayor Robert Dahle
Council Member Trish Hull
Mayor Marcus Stevenson
Mayor Kristie Overson
Mayor Mike Weichers
Council Member Jared Henderson

Council Member Allan Perry
Deputy Mayor Catherine Kanter
Council Member Sheldon Stewart
Mayor Jeff Silvestrini
Mayor Roger Bourke
Council Member Dea Theodore

BOARD MEMBERS ABSENT:

Mayor Dan Knopp
Mayor Tom Westmoreland

STAFF IN ATTENDANCE:

CFO Tony Hill
Chief Petersen

CLO Roberts
Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett
AC Pilgrim
AC Higgs
Ashley Spatafore, Lobbyist
Anthony Widdison
BC Fossum
BC Russell
Bill Brass
Brad Larson
Brad Patterson, Bond Counsel
Brandon Dodge
Bryan Case
Chad Frisbee, Siddons Martin
DC Robinson
DC Torgersen

Dave Chipman, Public
Dave Spatafore, Lobbyist
Erica Langenfass
Japheth McGee, Zions
Johnathan Ward, Zions
Kate Turnbaugh
Kenneth Aldridge
Kiley Day
Kiyoshi Young
Krystal Griffin
Larson Wood
Lana Burningham
M. Stidham
Michael Greensides
Nile Easton

Patrick Costin
Ryan Love
Rachel Anderson
Shelli Fowlks
Steve Quinn
Tim Tingey, CWH
Travis Hobbs
Tua Tho