



## UNIFIED FIRE AUTHORITY BOARD MINUTES

April 20, 2021 7:30 a.m.

Electronically Via Zoom Webinar Only, Due to COVID-19 Pandemic

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:30 a.m.

As Chair, I have made this written determination that, based upon the ongoing COVID-19 pandemic, conducting this Board meeting with an anchor location would present a substantial risk to the health and safety of those who may be present at an anchor location. Therefore, this meeting will be held in electronic format only with participation available to the public in the manner described in this publicly posted agenda.

After some discussion, the Board determined to host the May 18, 2021 UFA Board Meeting both electronically via Zoom Webinar and in-person at the ECC.

2. Administer Oath of Office for Chrystal Butterfield

The oath was given to new Council Member Chrystal Butterfield who will be replacing Kearns Mayor Kelly Bush

3. Public Comment

None

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

4. Approval of Minutes

Mayor Silvestrini moved to approve the minutes from the March 16, 2021 UFA Board Meeting as submitted

Mayor Peterson seconded the motion

All voted in favor, none opposed

5. Consent Agenda

a. Review of March Disbursements

- No questions

Mayor Silvestrini moved to approve the March disbursements as submitted

Mayor Hale seconded the motion

All voted in favor

6. Committee Updates

- Benefits and Compensation Committee
  - Meeting held 3/25/21
  - Mayor Dahle stated that the Committee has reviewed the budget and has now forwarded it to the Finance Committee
  
- Governance Committee
  - No meeting held
  
- Finance Committee
  - Meeting held 4/15/21
    - Chair Stewart stated the Committee has received Chief Petersen’s report and the budget
    - The Member Fee is currently holding at a 3.5% increase, the Committee will now review the budget
  - Next meeting scheduled for 5/6/21
    - During this meeting, the Divisions will present their budgets and be prepared for any and all questions

7. Consider Proposal Regarding Ownership of Breathing Air Compressors (BACs)

- These compressors are utilized to fill the SCBA tanks and are owned by both UFA and UFSA
- Currently, there are 7 owned by UFSA, the ask is to transfer ownership to UFA as a regional asset
- In the past, the purchase of these BACs has not been consistent
  - Purchasing has been done by UFSA, UFA, and with bond monies for Herriman Station 123
  - The one purchased on bond won’t be clear until 2014, but UFA would assume maintenance responsibility going forward
- Logistics conducted an inventory and determined that if distributed throughout the stations as a regional asset, the BAC count could be reduced from 16 to 12 overall
  - This would then offer a savings of approximately \$5,000-\$6,000 annually in maintenance
- Herriman and Riverton have been included in these discussions and are in support of this idea
- District Administrator Anderson stated that if approved, she would make the same recommendation to the UFSA Board

Mayor Peterson moved that the UFA accept ownership and maintenance responsibility of the 7 BACs currently owned by UFSA

Mayor Overson seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

8. Consider the Date of May 18, 2021 for a Public Hearing to Receive and Consider Comments on Proposed amendments to the ~~2021/2022~~ 2020/2021 Fiscal Year Budget

Mayor Silvestrini moved to set the date of May 18, 2021 for a Public Hearing to receive and consider comments on the proposed amendments to the 2021/2022 Fiscal Year Budget  
Mayor Sondak seconded the motion  
All voted in favor, none opposed

Council Member Stewart noted that the agenda stated 2021/2022 Fiscal Year Budget and should be corrected to 2020/2021 Fiscal Year Budget

Mayor Silvestrini amended his motion to correct the Fiscal Year Budget from 2021/2022 to Fiscal Year Budget 2020/2021

Mayor Sondak amended his second to reflect the same  
All in favor of amended motion, none opposed

9. Quarterly Financial Report

- CFO Hill reviewed the end of the 3<sup>rd</sup> quarter of FY20/21
- Revenues are on target as expected
  - Ambulance revenues are tracking well
  - Interest income revenue, only 18% collected thus far
    - Have adjusted for this in next year's budget moving forward
- General Fund
  - OT is a bit ahead of the 75%, but in a good spot and able to balance with some under expend in wages
  - Mayor Sondak asked as to the state tax payments
    - CFO Hill stated that this is the income taxes we pay on wages and also from the surplus equipment sales state tax that is paid as well
  - Council Member Stewart asked that in lieu of a banquet/awards ceremony consider bringing in food to each station
    - Chief Petersen stated that Information Outreach has been discussing options and the possibility of expanding the awards ceremony
    - Once IO has determined what they want to do, the decision will be shared with the Board
- WL/EM/Capital Replacement Funds
  - The WL Fund received the budget amendment allowing balancing of the fund
  - EM Fund is in a good place and has been fully supported by SLCo following a very busy year
  - The remaining two Capital Replacement Funds are tracking well with no concerns

Council Member Stewart moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Mayor Hale seconded the motion  
All voted in favor, none opposed

10. American Rescue Plan Funding

- CFO Hill reviewed a memo regarding COVID expenses and CARES Funding as requested at the March Board Meeting
- Of the \$1.6M expected expenses related to COVID, \$930,000 of eligible expenditures are still outstanding
  - Options to cover these expenditures is to utilize Fund Balance or access this second round of federal funding via the American Rescue Plan
  - The Board approved the use of Fund Balance for now, however, this will reduce the amount of the transfer to the Capital Fund.
  - This memo addresses utilizing the American Rescue Plan and displays a distribution of funding by municipality based on both Member Fee percentage and population
- The consensus of Board Members was to utilize the population formula for distribution
- CFO Hill will forward this information to Board Members and City Managers for consideration at their council meetings
- CFO Hill also reminded the Board that all municipalities contributed funds to UFA from the first round of relief and not all contributed the second round
  - Mayor Silvestrini encourages all municipalities to consider this expenditure
  - Council Member Stewart suggested we take it from the Fund Balance as all contribute equally resulting in no imbalance, use the Fund Balance and replenish the way it was intended
  - Chief reiterated that any monies forwarded to UFA will go to the Capital Fund

Mayor Silvestrini moved to recommend UFA staff pursue COVID-19 expenditure reimbursement as discussed

Mayor Peterson seconded the motion

Council Member Stewart and Council Member Henderson voted opposed

Remaining all voted in favor

11. Fire Chief Report

- HR Director Process
  - Received 68 applications
  - Narrowed to 7 candidates receiving interviews 5/3
  - Mayor Dahle will join three external evaluators for interviews
  - Targeting a July 1 start date
- Medic Lateral Hire
  - UFA Medics are promoting or retiring faster than we can replace them
  - 4 of the 5 promotions to Captain in March were Paramedics and 6 Firefighters are completing Medic school now
  - Medical has receive interest from as many as 8 Firefighters who want to attend Medic School this year
  - 3 additional Medics are transferring from Staff to Operations by July
  - Chief wants to grow the number of Medics to provide more stability in the rank and meet the ALS Staffing requirements since we are unable to “Act in Capacity”, it takes about 6-9 months to train a Paramedic
  - Will be running a Lateral Hire and will incorporate into the next recruit camp
    - Have spent the past year working on a process and a policy in preparation and have support from Labor and the Policy Advisory Committee

- Also working on initiatives to make the position more attractive within the Department to help promote and retain Medics
- Staffing
  - Recently, there has been an increase in Mandatory Staffing, more than desired
  - 5.7% of the OT vacancies have been filled by Mandatory since March 1. 25% of those Mandatory Staffing shifts were to staff peak demand ambulances, we will stop staffing one of the peak demand units using mandatory
  - We over hired by 11 positions for the current academy and through retirements, we are at 5 over hire positions
    - As this will help immensely having a full roster at the start of summer, we have 33 Firefighters in Recruit Camp and 8 instructors who are not yet back on shift
    - These individuals will return by the end of May and will help considerably
  - Command Staff is watching this issue and the impact to employees closely, Chief is pleased we can maintain the four-person staffing, but continues to be concerned about the impact on our employees when Mandatory Staffing is utilized
- Bay Door Painting Proposal
  - AC Burchett and Division Chief Robinson submitted a letter addressing station bay door color and uniformity throughout the stations
  - Station 252 bay doors require painting and Station 118 in Taylorsville bay doors are being replaced
    - Staff is proposing that when painting/replacement/repair of bay doors is needed, and for station builds going forward, that they be painted a standard color that is visible and provides recognition as a fire station – Positive Red Sherwin Williams
    - There will be no impact to the budget as it is on an as needed basis
  - All Board Members agreed with this proposal

12. Closed Session and Adjournment

Mayor Hale moved to temporarily recess the meeting to convene in a closed session to discuss matters as provided by Utah Code Annotated §52-4-205 or 78B-1-137 and, at the conclusion of the closed session, to adjourn this meeting

Mayor Silvestrini seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

13. Conclusion of Closed Meeting

Mayor Silvestrini moved to conclude the closed meeting and adjourn the April 20, 2021 UFA Board Meeting

Mayor Knopp seconded the motion

Roll call vote taken

Bailey		Overson	Y
Bowen		Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson		Stewart	Y
Hull	Y	Theodore	Y
Kanter	Y	Westmoreland	
Knopp	Y		

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey  
 Council Member Chrystal Butterfield  
 Council Member Gary Bowen  
 Mayor Robert Dahle  
 Council Member Trish Hull  
 Mayor Robert Hale  
 Mayor Dan Knopp  
 Mayor Kristie Overson  
 Mayor Mike Peterson  
 Council Member Jared Henderson

Council Member Allan Perry  
 Deputy Mayor Catherine Kanter  
 Council Member Sheldon Stewart  
 Mayor Jeff Silvestrini  
 Mayor Harris Sondak  
 Mayor Tom Westmoreland  
 Council Member Dea Theodore

STAFF IN ATTENDANCE:

CFO Tony Hill  
 Chief Petersen

CLO Roberts  
 Cynthia Young, Clerk

OTHER ATTENDEES:

AC Burchett  
 AC Higgs  
 Aaron Sanborn, Eagle Mountain  
 Arriann Woolf  
 BC Fossum  
 BC Russell  
 OC Dern  
 Bill Brass  
 Captain Bogenschutz

Captain Park  
 Captain Simons  
 Calogero Ricotta  
 Division Chief Case  
 Division Chief Ball  
 Division Chief Robinson  
 Division Chief Torgersen  
 Division Chief Widdison  
 Jordan Terry, KPFF Architects

Kiyoshi Young  
 Kate Turnbaugh  
 Lana Burningham  
 Larson Wood  
 Local 1696  
 Matt McFarland  
 Nile Easton, DOC  
 Paul Jerome, Eagle Mountain  
 Rachel Anderson, UFSA