



UNIFIED FIRE AUTHORITY BOARD MINUTES

April 21, 2020 7:30 a.m.

This meeting was held electronically. All participants and attendees attended this meeting via ZOOM Webinar.

1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:31 a.m.

2. Public Comment

None

Public comment was made available live and with an email address posted on the agenda.

3. Recognition of B Shift Medic Ladder 106 Crew for Multiple Rescues on April 16, 2020 Apartment Fire – BC Russell

- Battalion Chief Russell commended Captain Bob Kladianos and the B Shift (Engineer Roland Gilmore, PM Mike Washburn, FF Jason Fahrni, PM Mitch King) for their quick, forward thinking decision making during a 3 story apartment fire where they performed high risk search and rescue operations on all 3 floors with 24 occupancies. They successfully rescued 7 adults, 2 pediatric patients, and 2 dogs in extreme smoke conditions, with no lives lost.

4. Approval of Minutes

Council Member Stewart moved to approve the minutes from the March 17, 2020 UFA Board Meeting as submitted

Mayor Peterson seconded the motion

Roll Call Vote due to the electronic nature of the meeting

| | | | |
|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

5. Consent Agenda

a. Review of March Disbursements

Council Member Stewart moved to approve the March disbursements as submitted

Mayor Overson seconded the motion

Roll Call Vote

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|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

6. Committee Updates

- **Benefits & Compensation Committee**
 - Meeting held 3/30/20
 - Made presentation to Finance Committee, nothing further at this point

- **Governance Committee**
 - No meeting held
 - CLO Roberts stated that the Interlocal Agreement has been fully executed and is now in place
 - Mayor Sondak inquired as to when the weighted vote changes relative to the change in member status, specifically related to Alta's situation
 - Chief stated that weights will be reviewed annually for population and cost (value for UFSA) and will then be memorialized in the budget for the year
 - The draft budget contains the adjustment with the Alta issue beginning on January 1
 - If Riverton does move into the UFSA, an adjustment can be made to reflect the new Direct Member cost of service

- **Finance Committee**
 - Meeting held 4/16/20
 - The budget and information from the Benefits & Compensation Committee were discussed
 - Finance Committee Chair Stewart stated that the target presented is a 2% increase and with the deferment of the Merit and CPI until January 2021
 - At that time, another meeting will be held to discuss whether or not to adopt these pay increases
 - Council Member Stewart noted that there was much work done to ensure increases were minimal
 - Budget Message Highlights – Chief Petersen
 - The budget and budget message are on the UFA Website
 - CFO Hill and staff have worked hard to ensure the budget document is easy to read
 - Council Member Stewart asked CFO Hill to address the new items added to the budget this year
 - Finance has added a budget message
 - A new fee schedule has also been added
 - This is an ask for the Board to approve the fees UFA collects from the public
 - Please pay special attention and feel comfortable with where the fees are at

- This will be reviewed further at the May 7, 2020 Finance Committee Meeting

7. Quarterly Financial Report – CFO Hill

- Member Fees are coming in as expected and Ambulance Fees are very good
- The 3.2M Recreation Fee is invoiced in January and July to accommodate the SLCo calendar year
- General Fund overtime is being monitored and managed the best way possible
 - Council Member Stewart inquired as to the total salary being under-expended
 - CFO Hill stated that salary and wages saved 7-8% and should be enough to cover the overtime overage as it has done in the past
 - Chief mentioned that it will come up a bit short which is why the transfer of the 1M into capital is paused
 - Remember this is only the second year working with an established minimum staffing threshold
 - Staffing has done a great job identifying where the impacts are for overtime
 - Our routine level of those on long term injury or illness and sick leave have been well defined this year
 - Efforts are underway to reduce our liabilities and the proposed budget increase and is reflective of the reality
 - Previously, there was little concern about these issues since Administration simply “Browned Out” stations to stay within budget
 - This was identified as a big issue 3 years ago and we adopted a minimum staffing policy in July of 2017 that focuses on maintaining consistent staffing every day
 - Mayor Dahle asked for clarification with the Dispatch line item with concern that if the trending continues, budget would be exceeded
 - CFO Hill clarified that, similar to invoicing SLCo, VECC is invoiced twice yearly in January and July
 - There will be no more expenditures and payment as this year is complete
 - There will be a 12% increase next year
- Council Member Stewart wanted to clarify that any over-expend due to COVID-19 or the recent earthquake comes from SLCo, not the member cities
 - CFO Hill stated that “yes” SLCo is financially responsible for all UFA personnel working on County Emergency Management functions
 - UFA needs related to COVID-19 and the Earthquake are covered by UFA

Mayor Silvestrini moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Council Member Stewart seconded the motion

Roll Call Vote

| | | | |
|-----------|---|-------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |

| | | | |
|-------|---|--------------|---|
| Knopp | Y | Westmoreland | Y |
|-------|---|--------------|---|

8. Request Establishing Pay Rate for the Operations Chief Position and Modification of Pay Rate for the Assistant Chief Position – Chief Petersen/HR Director Arriann Woolf

- This proposal establishes the Operations Chief as an exempt position, 10% below the Assistant Chief and bring the Assistant Chief consistent with how the other ranks are scaled, which is bringing them to the top of the AC scale
 - The top pay does not change, however, new AC’s would be at top step similar to the way new Captains and Battalion Chiefs with 11 years on the job start at top step when promoted
- The transition from 3 District Chiefs to 1 Operations Chief is saving about \$400,000 and this modification of pay is incorporated into the full savings
- This proposal would be part of the final budget pay plan proposal if the Board would consider moving this forward

Mayor Knopp moved to approve the pay rate for the Operations Chief position and modify the pay rate for the Assistant Chief Position as discussed

Mayor Dahle seconded the motion

Roll Call Vote

| | | | |
|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | N |

9. Consider Lateral Hiring Policy for Paramedic Firefighters – Chief Petersen/HR Director Arriann Woolf

- In the past 5 years, UFA has struggled finding Firefighters internally who are interested in becoming Paramedics
- This policy has been updated to attract Paramedics outside of the agency by increasing the incoming pay from step 1 to as much as step 6 based on the pay they are receiving with their current employer
 - This increases from \$45,000 at step 1 to as much as \$57,000 at step 6
- Chief Petersen would rather grow Paramedics within UFA, but is in need of a backup option should there be a lack of interest internally
 - Chief emphasized that the goal is to train our own people, but be prepared to ensure UFA has ample staff
- Note that these potential Paramedics would still be required to complete in the same new hiring process as any employee
 - We would not administer a separate process or select someone just because they are a PM, they would have to be successful in the process and background to grant an offer of employment
- Mayor Sondak asked if this would be financially beneficial to UFA
 - Chief Petersen stated that this is more related to having ample Paramedics within the organization to ensure apparatus is staffed and we have ample capacity to provide service
 - They are competing with everyone else, this just helps them get in the door

- Chief also noted that training in-house and growing Paramedics comes with financial implications for 6-9 months of training and the cost of the school
- Mayor Knopp asked as to the timeline
 - Chief will push out for a fall Paramedic school and won't implement this policy if there is enough internal interest, otherwise, this will be activated for the fall external recruitment process

Council Member Hull moved to approve the Lateral Hiring Policy as presented

Council Member Stewart seconded the motion

Roll Call Vote

| | | | |
|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

10. Consider Temporary Policy on Paid Leave Related to COVID-19 – Chief Petersen/HR Director Arriann Woolf

- This policy provided exemptions on portions of the act, but UFA needed to ensure those low on sick time would not come to work
- CLO Roberts noted that the exemption was extended to include the entire organization, providing for staff responsible for keeping the field personnel supported

Mayor Knopp moved to approve the temporary policy on Paid Leave Related to COVID-19 as presented

Council Member Stewart seconded the motion

Roll Call Vote

| | | | |
|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

11. Consider Resolution 04-2020A Authorizing and Requesting Referendum for Medicare Coverage for Employees Hired Prior to March 31, 1986 – CLO Roberts

- The state is requesting a formal resolution in order to move forward on this item
- Nothing has changed, this was discussed last month

Mayor Silvestrini moved to approve Resolution 04-2020A authorizing and requesting referendum for Medicare coverage for employees hired prior to March 31, 1986 as discussed

Mayor Hale seconded the motion

Roll Call Vote

| | | | |
|--------|---|---------|---|
| Bailey | Y | Overson | Y |
|--------|---|---------|---|

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|-----------|---|--------------|---|
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

12. Fire Chief Report

- Incident Management Team Update on COVID-19 – AC Pilgrim
 - Since the initial onset of COVID, a lot has been learned and crews have been dealing with the risks aggressively
 - The approach used has been dynamic with the goal of continued quality of service balanced with the safety of the crews
 - UFA has had one individual infected who has since recovered and returned to service
 - Mayor Knopp asked if any members will be taking part in antibody testing
 - AC Pilgrim noted that UFA has been following this closely and consulting with the U of U
 - Believes their intent is to test UFA crews
 - Chief Petersen stated that managing COVID and the earthquake has been quite a challenge, and the team has done an exceptional job
- Fire Station Earthquake Damage Assessment – Division Chief Robinson/Facilities Manager Wood
 - A spreadsheet was distributed to Board Members last night with analysis numbers
 - The advantage has been that the damage can be compared to the initial seismic assessment
 - Much of the damage from the earthquake and aftershocks is non-structural
 - Chief Petersen chose to move the crew out of Station 102 in Magna to Station 111 to allow for additional assessments of the building
 - The report on 102 and 112 was received last night and will be reviewed this afternoon to determine our best action now
 - Staff will work with FEMA and the insurance company is in process in hopes to help cover some of the costs
 - Council Member Perry asked if a threshold existed that triggered the evaluation and re-evaluation of stations
 - Chief noted that anything 3.5 and above would warrant a review
- Introduction of New Assistant Chief Dominic Burchett
 - AC Ziolkowski is planning on retiring the end of this month
- Community Council Liaison Assignments
 - As part of streamlining operations and the budget, the move is to attend the municipality meetings predominantly due to the extensive time and cost of staff involved with attending the Community Council meetings as well
 - Chief Petersen asked if any of the Municipalities would like UFA to continue meeting with the Community Councils in their area to please let staff know
 - Liaisons would always be available for occasional or periodic visits
 - Midvale asked for periodic visits, Brighton is going to a quarterly meeting/report, Emigration requested continued representation
 - Chief Petersen stated that the Community Council reporting/assignments may be tied closer to the municipalities liaison to ensure consistency

- The comments will be evaluated, Chief does not want any Community Councils feeling abandoned

13. Closed Session

None

14. Adjournment

Mayor Knopp moved to adjourn the April 21, 2020 meeting

Mayor Dahle seconded the motion

Roll Call Vote

| | | | |
|-----------|---|--------------|---|
| Bailey | Y | Overson | Y |
| Bowen | Y | Perry | Y |
| Bush | Y | Reberg | Y |
| Dahle | Y | Peterson | Y |
| Hale | Y | Silvestrini | Y |
| Henderson | Y | Snelgrove | Y |
| Hull | Y | Sondak | Y |
| Knopp | Y | Westmoreland | Y |

BOARD MEMBERS IN ATTENDANCE:

Mayor Jeff Silvestrini

Mayor Kristie Overson

Mayor Tom Westmoreland

Mayor Mike Peterson

Council Member Gary Bowen

Mayor Robert Dahle

Council Member Allan Perry

Council Member Jared Henderson

Council Member Sheldon Stewart

Mayor Harris Sondak

Mayor Robert Hale

Mayor Kelly Bush

Council Member Kathleen Bailey

Mayor Dan Knopp

Associate Deputy Mayor Mike Reberg

Council Member Richard Snelgrove

Council Member Trish Hull

BOARD MEMBERS ABSENT:

None

STAFF IN ATTENDANCE:

CFO Tony Hill

Chief Petersen

CLO Roberts

Cynthia Young, Clerk

OTHER ATTENDEES:

AC Ziolkowski

AC Pilgrim

AC Higgs

Arriann Woolf

BC Dern

BC Watkins

BC Fossum

BC Russell

Bill Brass

Brett Wood, Herriman

Captain Park

Captain Greensides

Captain Brown

Cal Ricotta

Battalion Chief Prokopis

Division Chief Larson

Division Chief Burchett

Division Chief Robinson

Division Chief Torgersen

Erica Langenfass

Ifo Pili, UFSA

Justin DeKorver
Kate Turnbaugh
Lana Burningham
Larson Wood

Matt McFarland
Nile Easton, DOC
Patrick Costin
Rachel Anderson, UFSA

Ryan Love
Station 106
Station 110
Tim Tingey, CWH