



## **UNIFIED FIRE AUTHORITY BOARD FINANCE COMMITTEE AGENDA**

Thursday, May 7, 2020 at 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY BOARD OF DIRECTORS SHALL ASSEMBLE ELECTRONICALLY FOR A MEETING DUE TO THE COVID-19 PANDEMIC AND AS AUTHORIZED BY THE GOVERNOR'S EXECUTIVE ORDER DATED MARCH 18, 2020.

THE PUBLIC MAY ATTEND ELECTRONICALLY VIA ZOOM WEBINAR AT:

<https://zoom.us/j/91463116263?pwd=U1hlejNGZ1E1ZVpXZ0RJOU11OHVzZz09>

Webinar ID: 914 6311 6263

Password: Unified

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1. Call to Order - Chair Stewart
2. Roll Call
3. Public Comments  
Please limit comments to three minutes each.  
There are two options for comments during this electronic only meeting:
  - a. LIVE during the Webinar by logging in as described above. If you wish to make a comment, select the "Raise Hand" button at the bottom of the screen. You will then be added to the queue and invited to speak.
  - b. EMAIL: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 5:00 p.m. May 6, 2020. Emailed comments submitted prior to 5:00 p.m. May 6, 2020, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFA Finance Committee, but not read into the meeting record or addressed during the meeting.
4. Minutes Approval - Chair Stewart
  - A. April 16, 2020
5. Transition Plans Related to Elimination of District Chief Position – Chief Petersen
6. Budget Presentation
  - A. Introduction, Profile, and Budget Message – Chief Petersen
  - B. Finance Budget Message – CFO Hill
  - C. Strategic Plan – Assistant Chief Ziolkowski
  - D. Member Fee – Chief Petersen/CFO Hill
  - E. Emergency Transport – Kate Turnbaugh

- F. Office of the Fire Chief – Chief Petersen
  - a. Information Outreach – DOC Easton
  - b. Emergency Management – Division Chief Mecham
- G. Administration & Planning – Assistant Chief Pilgrim
  - a. Administration – Assistant Chief Pilgrim
  - b. Human Resources – HR Director Woolf
- H. Finance – CFO Hill
- I. Emergency Services – Assistant Chief Higgs
  - a. Emergency Operations – Assistant Chief Higgs
  - b. Special Operations – Division Chief Case
  - c. Fire Training – Division Chief Rhoades
  - d. Emergency Medical Service – Division Chief Torgersen
  - e. Wildland and Camp Williams – Division Chief Burchett
- J. Support Services – Division Chief Burchett
  - a. Logistics – Division Chief Robinson
  - b. Information Technology – Ginger Watts
  - c. Fire Prevention – Division Chief Larson
  - d. Special Enforcement – Division Chief Ball
  - e. Urban Search & Rescue – Division Chief Case
- K. Capital Replacement Funds – CFO Hill
- L. Closing – CFO Hill

7. Deliberation – Chair Stewart

8. Consensus on Recommendation to Full Board of Directors

9. 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

10. Adjournment

**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 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 4<sup>th</sup> Day of May, 2020 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.

Cyndee Young, UFA Board Clerk



**UNIFIED FIRE AUTHORITY BOARD  
FINANCE COMMITTEE MEETING MINUTES**

Thursday, April 16, 2020 at 8:00 a.m.

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**Committee Members Present:**

Council Member Stewart  
Council Member Perry  
Mayor Hale

Mayor Sondak  
Mayor Dahle  
Mayor Peterson

**Committee Members Absent:**

Mayor Silvestrini

**Staff:**

Chief Petersen  
CFO Hill  
Cyndee Young  
CLO Roberts

**Guests:**

AC Higgs  
AC Pilgrim  
AC Ziolkowski  
Arriann Woolf  
Assoc. Deputy Mayor Reberg  
Bill Brass  
Brett Wood, Herriman  
Calogero Ricotta  
Captain Brown  
Captain Conn  
Captain Henderson  
Captain Lathen  
Captain Park

Council Member Bailey  
Council Member Bowen  
Division Chief Ball  
Division Chief Burchett  
Division Chief Case  
Division Chief Mecham  
Division Chief Rhoades  
Division Chief Robinson  
Division Chief Torgersen  
Erica Langenfass  
Fire Marshal Larson  
Gary Haddock  
Ginger Watts

Jennifer Petersen, public  
Justin DeKorver  
Kate Turnbaugh  
Kevin Hicks, Riverton  
Kiyoshi Young  
Lana Burningham  
Larson Wood  
Nile Easton  
Steve Quinn  
Talsan Schulzke  
Tom Smolka

**All participants attended meeting electronically via ZOOM Webinar.**

Meeting called to order by Chair Stewart.

**Public Comments**

Public comment was enabled via phone, email, and live during Webinar.  
No comments.

### Minutes Approval

Mayor Sondak moved to approve the minutes from the November 6, 2019 Finance Committee Meeting as submitted

Mayor Peterson seconded the motion

All in favor, none opposed

Roll Call Vote:

Council Member Stewart Y

Mayor Dahle Y

Council Member Perry Y

Mayor Peterson Y

Mayor Sondak Y

### Budget Message – Chief Petersen

- ◆ Chief shared his FY20/21 Budget Message
- ◆ Reviewed recommendation from the Benefits & Compensation Committee
  - ◆ No market or COLA currently, pending the outcome of the current COVID-19 scenario
  - ◆ 2% Member Fee increase
- ◆ Outlined key reductions
  - ◆ District Chief positions eliminated, Administrative Assistant position eliminated, restructure of EMS staff, overtime reduced, and step increase vs retirement
- ◆ Key increases
  - ◆ Carryover wages, staff overtime, health insurance, Medicaid Assessment Fee, VECC Member Fee, 9 new Firefighter positions, increased pay for PT Paramedics, Fuels Crew funding, Fire Inspector position
- ◆ Detailed look at service demands and shifts in the 3 year analysis resulting in Member Fee adjustments
  - ◆ CWH increased their percentage of use
  - ◆ Holladay saw a decrease in use
  - ◆ Alta has decided to move to the UFSA beginning January 1, 2021
    - This item will go before the UFSA Board on 4/21/20 for acceptance by the UFSA Board
  - ◆ Council Member Stewart inquired as to why Riverton was not included in this chart
    - Chief Petersen stated that we have outlined this in the budget message and are planning to propose a mid-year budget amendment for Riverton, once a separation agreement is outlined by UFSA and Riverton and did not want to incorporate into this budget message until the work was complete
    - Council Member Stewart stated that it would be favorable if Riverton had data to work with while they are compiling their forecasting
    - Chief indicated he can get those numbers to Riverton very easily
- ◆ Chief asked that all Board Members review the budget and be prepared to ask questions at the May 7, 2020 8:00 a.m. Finance Committee Meeting

### Budget Review – CFO Hill

- ◆ Displayed the Table of Contents for the budget document
- ◆ Added or Changed Sections
  - ◆ Section 3.2 is a new section highlighting the fees charged directly to the public
    - Adoption of a fee schedule will be required, please review
  - ◆ Sections 5 and 6 outline the largest revenue sources; Member Fee and Ambulance Revenue
  - ◆ Section 12 has been updated as the Capital Replacement progresses
- ◆ If any questions or concerns arise, please reach out to CFO Hill

- ◆ Chief Petersen addressed the transition of promotions and the probability of the additional demotion of a Battalion Chief
  - ◆ The first red line was approved by the Board, however, the second one required a presentation to the Finance Committee then full Board Approval
  - ◆ Chief requested and received consensus to email the ask to the Finance Committee, then take straight to the Board for consideration
- ◆ Mayor Dahle asked for a clarification of the Market consideration July 1
  - ◆ Chief stated that the intent was for the Finance Committee to review either applying the Market to the budget July 1 or propose a revisit in the fall for consideration of a January 1, 2021 start
  - ◆ Chief does not want the Board to feel as though it is backed into a corner and asked that the Finance Committee review the budget on May 7, deliberate, and then present a recommendation to the UFA Board in May
  - ◆ Chief stated that the market survey will be updated if reviewed in the fall, it may be that we are close to market now, based on what our neighbors do by July 1
  - ◆ Mayor Sondak and Mayor Peterson agreed that with the unknown concerning the economy, they support coming back to the topic of the Market in the fall and appreciated budget presentation that did not include wage increases
  - ◆ Steve Quinn, Local President, thanked the Committee, acknowledged that the membership feels that since they have employment, they are in a better place than most
    - He stated that labor understands the situation and was thankful for the work last year on top 3
  - ◆ Council Member Stewart noted that by January 1, property tax collection rates will be apparent as well

#### Closed Session

- ◆ None

#### Adjournment

Mayor Dahle moved to adjourn the April 16, 2020 Finance Committee Meeting

Mayor Peterson seconded the motion

All voted in favor, none opposed

Roll Call Vote:

Council Member Stewart Y

Mayor Dahle Y

Council Member Perry Y

Mayor Peterson Y

Mayor Sondak Y

Mayor Hale Y

Cyndee Young, Board Clerk

DRAFT



# UNIFIED FIRE AUTHORITY

**To:** UFA Finance Committee

**From:** Dan Petersen, Fire Chief - CEO

**Date:** May 7, 2020

**Subject:** Transition plans related to elimination of the District Chief position

The Board of Directors approved two items related to the transition from three 24-hour District Chief positions to a single 40-hour exempt Operations Chief. Once the transition is complete, the savings are estimated at \$400,000, however, we are projecting to only receive \$100,000 of those savings initially.

This plan was developed prior to the changing economic environment and I believe it is appropriate to revisit these issues.

## Elimination of the bottom two steps for Assistant Chief:

This modification was the result of establishing the Operations Chief position, who will be earning a wage close to the bottom step of Assistant Chief. While this was not an increase for the AC position, there are two new AC's who would see an increase by the elimination of those bottom steps. After considering this further, I have decided to delay this adjustment until the Board of Directors determine it is appropriate to provide a market increase for all employees.

## Reconsider the redlining of District and Battalion Chiefs

The original proposal to redline the three District Chiefs was developed pre-COVID with the expectation that a Market and CPI increase would be provided. In the Market Analysis, the Battalion Chief position was 5.46% below market and when combined with the 1.8% CPI increase, that would have made the financial impact of redlining the three District Chief's a total of \$13,500 for the year.

Without the Market or CPI increase and the addition of two Battalion Chiefs in the redline approval, it is now estimated at \$80,000. If this expense is eliminated, it will reduce the Member Fee by .14%.

Staff is considering maintaining one additional Battalion Chief FTE to assist with covering staffing vacancies at the Battalion Chief level. Maintaining this extra BC position is estimated to be revenue/expense neutral and can be evaluated during this temporary period, with the ability to return to the current number of FTE's in the future. Staff will present this to the Board of Directors for consideration if this is the desired path.

With the increased cost of this proposal, I recommend you propose to the full Board of Directors, rescinding the approval of redlining the three District Chiefs and two Battalion Chiefs and follow the existing policy of reducing the pay for all affected Chief Officers. The original proposal was for the three District Chiefs and while I appreciate the thoughtfulness by the Board in considering all of these employees, I believe that without a global change of policy, it also sets a bad precedent to do this for all the Chief Officers affected by this transition.