



UNIFIED FIRE AUTHORITY FINANCE COMMITTEE AGENDA

May 7, 2024, 8:00 a.m.

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE AUTHORITY FINANCE COMMITTEE SHALL ASSEMBLE FOR A MEETING AT 3380 South 900 West, Salt Lake City, UT 84119

THE PUBLIC MAY ATTEND PHYSICALLY OR ELECTRONICALLY VIA ZOOM WEBINAR:
<https://us06web.zoom.us/j/91681046879?pwd=MEtoVmtwRG95ZFYrV0J3TUZtZUNBdz09>

Meeting ID: 916 8104 6879

Password: 8675309

1. Call to Order - Chair Henderson
2. Public Comments
Please limit comments to three minutes each and be germane to the agenda items or UFA business
There are three options for comments during this meeting:
 - a. In-Person.
 - b. 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.
 - c. EMAIL: Public comments will be accepted prior to the meeting via email at publiccomment@unifiedfire.org until 7:00 a.m. May 6, 2024. Emailed comments submitted prior to 7:00 a.m. May 6, 2024, 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.
3. Minutes Approval - Chair Henderson
 - A. April 15, 2024
4. Budget Presentation
Introduction and Profile – Chief Burchett/CFO Hill
Finance Budget Message – CFO Hill
Strategic Plan – Assistant Chief Pilgrim
Fund Summaries – CFO Hill
Member Fee – Chief Burchett & CFO Hill
911 Emergency Transport – Assistant Finance Director Turnbaugh
Office of the Fire Chief – Chief Burchett
 - a. Information Outreach – Director of Communications Easton

Administration & Planning – Assistant Chief Pilgrim

- a. Administration – Assistant Chief Pilgrim
- b. Fire Prevention – Division Chief Larson
- c. Special Enforcement – Staff Captain Larsen

Finance – CFO Hill

Human Resources – HR Director Day

Emergency Services – Assistant Chief Dern

- a. Emergency Operations – Assistant Chief Dern
- b. Special Operations – Division Chief Case
- c. Fire Training – Battalion Chief Prokopis
- d. Emergency Medical Service – Division Chief Ayres
- e. Urban Search & Rescue – Division Chief Case
- f. Wildland and Camp Williams – Division Chief Widdison

Support Services – Assistant Chief Robinson

- a. Logistics – Division Chief Greensides
- b. Information Technology – IT Manger Bowden
- c. Emergency Management – Emergency Management Director Behunin

Capital Replacement – Chief Burchett & CFO Hill

Closing – Chief Burchett

- 5. Deliberation – Chair Henderson
- 6. Consensus on Recommendation to Full Board of Directors – Chair Henderson
- 7. Possible Closed Session

The UFA Finance Committee 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

- 8. Adjournment – Chair Henderson

[Click Here to View the Budget](#)

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 will also be held electronically to allow members of the UFA Finance Committee 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 6th Day of May, 2024 on the UFA bulletin boards, the UFA website 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

April 15, 2024

Meeting held both electronically via Zoom Webinar/UFA Headquarters

Committee Members Present:

Council Member Hull
Council Member Fotheringham
Council Member Henderson
Mayor Weichers

Mayor Silvestrini
Council Member Buroker

Committee Members Absent:

Council Member Bailey
Mayor Stevenson
Council Member Harris

Staff Present:

Chief Burchett
CFO Hill
AC Pilgrim

CLO Roberts
Kate Turnbaugh
Cyndee Young

Guests:

AC Dern
AC Robinson
Aaron Whitehead
Amanda Lawrence
Brad Larsen
Brooke Burton
Bryan Case
Calogero Ricotta
Casey Bowden
Courtney Samuel

Eric Holmes
Jill Tho
Kelly Bird
Kiley Day
Kiyoshi Young
Krystal Griffin
Kyle Maurer, Herriman
Lana Burningham
Mayor Overson, Taylorsville
Mike Greensides

Nile Easton
Nyla Benedict
Paul Story
Rob Ayres
Station 115
Steve Quinn
Tara Behunin
Tish Buroker, Riverton
Tony Barker
Tyler Lintz

Meeting called to order by Chair Henderson at 2:03 p.m.

Public Comments

None

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

Minutes Approval

Mayor Silvestrini moved to approve the minutes from the November 29, 2023 Finance Committee Meeting as submitted

Council Member Buroker seconded the motion

All voted in favor, none opposed

Budget Message – Chief Burchett

- ◆ Chief Burchett reviewed his budget document in this first presentation of the FY24/25 budget
 - ◆ There is a Finance Committee Meeting scheduled for 5/7
 - At this meeting, each Division will present their budget and answer any questions
 - ◆ The Benefits & Compensation Committee’s final recommendation was for sworn market adjustments to achieve at least 3% below the current Top 3 in each position, 3% COLA for all employees, updating 26 civilian positions that were out of market, and a 5.37% renewal rate from SelectHealth
 - ◆ All sworn position comparisons and recommended adjustments are included in the budget document for review
 - ◆ Chief Burchett noted that the General Fund percentage breakdowns are almost identical to last year between personnel and non-personnel
 - ◆ There is a proposal to capture \$372,000 for one-time purchases from fund balance
 - This is for items that do not fit categorically into operating budgets for capital replacement
 - Chief reviewed the items included in this one-time purchase, which included extended warranties for Zoll heart monitors and new MDT devices
 - Mayor Weichers questioned the value of these extended warranties
 - Chief replied that the hope is to get another year or two before having to replace the heart monitors
 - When they break, we ship them out & they send another
 - They are identified in capital plan, but the goal is to try to get life out of them as they are very expensive machines
 - The same is applied to the MDT devices (computers), the hope is to get extended use from them before needing to replace
 - Council Member Henderson asked to see some data on cost benefit and replacement costs for the next meeting on 5/7
 - ◆ Chief Burchett then reviewed the key budget impacts
 - There are inflationary costs on pretty much everything
 - A table was provided with the main impacts highlighting both costs and cut saving measures
 - A stress test was also conducted resulting in a \$249,553 cost savings throughout all Divisions
 - In answer to a question from Council Member Buroker, Chief explained the role of the Behavioral Health Manager that is currently funded with grant monies
 - ◆ The Capital Replacement Fund was reviewed
 - Chief pointed out what is being done in order to prepare for a small lease FY25/26 roll off, resulting in replacement with a larger debt service payment
 - Council Member Henderson lauded these forward thinking efforts to prepare for these new costs and the need for additional funding
 - ◆ A digital copy of the budget book will be distributed to all Board Members as well

Budget Document Overview – CFO Hill

- ◆ CFO Hill provided an overview of the budget document

- ◆ Any questions should be submitted to CFO Hill or Chief Burchett in time for the 5/7 Finance Committee Meeting

Budget Schedule – Chair Henderson

- ◆ April 16 – Update at UFA Board Meeting
- ◆ May 7 – Division Budget Presentations to Finance Committee, Recommendation to Board
- ◆ May 21 – Board Adopts Tentative Budget
- ◆ June 18 – Board Adopts Final Budget

Closed Session

- ◆ None

Mayor Silvestrini moved to adjourn the April 15, 2024 UFA Finance Committee Meeting

Council Member Fotheringham seconded the motion

All voted in favor, none opposed

DRAFT