



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

May 8, 2025, 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

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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](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. May 7, 2025. Emailed comments submitted prior to 7:00 a.m. May 7, 2025, 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 10, 2025
4. FY25/26 In-Grade Wage Adjustment for Variable Schedule WL Employees – AC Dern/CFO Hill
5. FY25/26 Seasonal Wildland Firefighter Pay Scale Adjustment – AC Dern/CFO Hill
6. Budget Presentation  
Introduction and Profile – Chief Burchett/CFO Hill  
Finance Budget Overview – CFO Hill  
Fund Summaries – CFO Hill  
Funding Sources – Chief Burchett/CFO Hill
  - a. Member Fee – Chief Burchett/CFO Hill
  - b. 911 Emergency Transport – Assistant Finance Director Turnbaugh
  - c. Other Funding Sources – CFO HillEmergency Services – Assistant Chief Dern
  - a. Emergency Operations – Assistant Chief Dern

- b. Special Operations – Assistant Chief Russell
- c. Fire Training – Battalion Chief Prokopis
- d. Emergency Medical Services – 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 Manager Bowden
- c. Emergency Management – Emergency Management Director Behunin

Administration & Planning – Assistant Chief Russell

- a. Administration – Assistant Chief Russell
- b. Fire Prevention – Fire Marshal Watkins
- c. Special Enforcement – Division Chief Larsen

Finance – CFO Hill

Human Resources – HR Director Day

Office of the Fire Chief – Chief Burchett

- a. Information Outreach – Director of Communications Easton

Capital Replacement – Chief Burchett & CFO Hill

Closing – Chief Burchett

- 7. Deliberation – Chair Henderson
- 8. Consensus on Recommendation to Full Board of Directors – Chair Henderson
- 9. 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

- 10. Adjournment – Chair Henderson

## **Click Here To View The Proposed FY25-26 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 7<sup>th</sup> Day of May, 2025 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**

April 10, 2025

Meeting held both electronically via Zoom Webinar/UFA Headquarters

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### **Committee Members Present:**

Council Member Fotheringham  
Mayor Silvestrini  
Mayor Weichers

Council Member Henderson  
Council Member Buroker

### **Committee Members Absent:**

Council Member Harris  
Council Member Bailey

Council Member Butterfield  
Council Member Hull

### **Staff Present:**

Chief Burchett  
CFO Hill  
CLO Roberts

Kate Turnbaugh  
Cyndee Young

### **Guests:**

Aaron Whitehead  
AC Dern  
Amanda Lawrence  
Anthony Widdison  
Bill Brass  
Bryan Case  
Calogero Ricotta  
Rob Ayres  
Kiley Day  
AC Robinson  
Nate Kay  
Mike Greensides  
Nile Easton  
Casey Bowden  
Shelli Fowlks  
Embret Fossum  
OC Russell  
Tara Behunin  
Chad Green  
Catherine Kanter, UFA Board  
Chad Simons  
Chet Ellis  
Debbie Cigarroa  
David C.  
Doug Greer  
Dustin Gettel, UFA Board

Erica Langenfass  
J. Pasillas  
Jill Tho  
Jon Wilde  
Justin Noall  
Kendall Perry  
Krystal Griffin  
Mariah Hill  
Mike Bagley  
Molly McClellan  
Nichole Holdaway  
Patrick Costin  
Richie Rich  
Riley Pilgrim  
Rob Ayres  
Sam Christensen  
Scott McNeil  
Shaunie Marshall  
Station 117  
Station 121  
Steve Prokopis  
Steve Quinn  
Thomas Apgood  
Tony Barker  
Trenton Martin  
Tyler Lintz

Call to Order

Meeting called to order by Chair Henderson at 8:03 a.m.

Public Comments

None

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

Chair Henderson stated that this is just the preliminary look at the budget and at the May 8, 2025 UFA Finance Committee Meeting will be the discussion and the opportunity for follow-up questions once Committee Members review the budget document

FY25/26 Budget Message – Chief Burchett

- ◆ This budget is the culmination of many months of work from all UFA Divisions
  - ◆ Chief Burchett is proposing a Member Fee increase of 9.81%
    - This average percentage is higher than typical due to the addition of two engine companies
    - These companies are fully funded by the UFSA, and this amount skews the average
      - ◆ This was approved through the UFSA tax increase
    - The four direct member fee increases are more in line historically
  - ◆ Chief Burchett provided an overview of how the Benefits & Compensation Committee adopted a new method for recommending the COLA
    - This method results in a more predictable and sustainable approach to maintain “Top 3”
  - ◆ UFA also went to bid for insurance coverage as requested by the Benefits & Compensation Committee
    - The final decision was to remain with SelectHealth with a 7.5% increase in health coverage and a 3.8% increase for dental
  - ◆ UFA will see a reduction in contribution rates from URS, higher ambulance revenue, and higher revenue from interest income due to raising interest rates
    - Council Member Buroker stated that with the costs of new engines, has UFA researched and reviewed other options such as keeping engines in the field longer
    - Chief Burchett replied that yes, this is all part of the capital plan
      - ◆ Each engine has an estimated 9-year life span
      - ◆ The Riverton engines are being moved to less busy stations, and Riverton stations are receiving new engines
      - ◆ Chief also stated that Fleet has a complex plan that they will review at the May, 8, 2025 Finance Committee Meeting
  - ◆ Chief Burchett then reviewed the General Fund Budget
    - The total revenue projection for FY25/26 is \$99.9M
    - Personnel accounts for \$80.6M, non personnel expenditures are \$13M
    - Approximately \$2.3M will be returned as a member fee credit for FY25/26
    - This year, there is a proposed \$988,432 of fund balance for special projects, items that don’t categorically fit into operating budgets for capital replacement
      - ◆ These special projects allow staff to accomplish one-time projects without impacting the overall member fee
      - ◆ Projects for FY25/26 include FFE for Station 103, hose/ladders for new engines, turnouts for clean-for-dirty program, and a low-acuity trial unit
  - ◆ The low-acuity unit will address high call volume in the Millcreek area on a trial basis
    - The unit will respond to calls that may not require heavy apparatus and an ambulance
    - The unit will be dispatched based on the call data
    - This trial will not require any additional FTEs, but money will be added to the OT budget to allow two individuals to staff the unit

- This is an opportunity to gather data and see if something like this makes sense
  - This should lower the overhead maintenance costs on heavy apparatus by not requiring them to respond to every call
- ♦ Council Member Buroker inquired if there is a connection between ambulance service and the low acuity unit
  - If we could figure out how to increase ambulance revenue, and reduce the number of people we are servicing, that revenue would be realized, from a business standpoint
  - Chief replied that there will be two individuals on the low-acuity and two on the ambulance so there are always four individuals on scene for safety
- ♦ Chair Henderson noted that we always point to ambulance revenue, but don't detail costs
  - Chief Burchett stated that the costs are not always covered due to having Firefighters and PM/EMT's on ambulances
  - If the model was only EMT's who were not Firefighter trained, it would bring in revenue
  - A number of years ago, the model was converted to the 1:1 system as the Board Members decided that they wanted more Firefighters in the field who were trained to do both
  - CFO Hill declared that there is a whole section, pages 90-93 covering emergency transport revenue, including anticipated and historic revenue and costs
  - It is anticipated that there will be \$660,000 from the member fee to support the ambulance transfer program
  - Chair Henderson feels this is a huge reason to look into this program further
- ♦ The key impacts on the budget were reviewed
  - Chief Burchett noted that the stress test conducted within the Divisions resulted in a \$553,885 in savings
  - The dispatch increases are for both VECC and Central Dispatch
  - Mayor Weichers was hoping to see a decrease in OT and wondered if this will be possible for the coming year
    - ♦ In answer, Chief stated that just over \$300,000 was added to the budget, and we will be just over that
    - ♦ With the additional FTEs there will be a vacancy savings and less OT, so by the end of the year we will be in a good spot
    - ♦ Also noting that the other support positions proposing FTE's will also have an offset by the reduction in OT
- ♦ There is no new information on the recreational funding
  - SLCo is working on an RFP for the facilitator/mediator with the intent to have reached a solution to the issue by July 1, 2025
  - Chief Burchett has created the budget based on the assumption that there will be a loss of revenue
  - Also noted, the recreation fee resolution will include MSD and SLVESA as well
- ♦ FTE Changes were reviewed
  - 30 FTEs will staff the two new engine companies and are funded by UFSA
  - Three will be for the fourth Battalion Chief position to improve the span of control for operational units
  - Four other positions will be within the Divisions of Medical, Fire Training, HR, and Finance
    - ♦ Council Member Buroker wishes to push back on the additional payroll FTE, asking how the payroll system is structured
    - ♦ Chief explained that UKG is in use, and there are many policies in place that require manual entry on the UKG side due to sworn vs civilian and various deployments and roles

- ♦ Council Member Buroker stated that IHC is similarly configured, complex, but she is not aware of any manual entries taking place and wonders if there is a way to overcome this challenge
- ♦ Council Member Buroker also stated that cost is part of the responsibility in taking care of people, do the best job, but make it cost efficient as possible
- ♦ Capital Replacement Fund
  - This fund identifies all apparatus, tools and equipment needed for the coming 10-15 years
  - There are three rotating loans
  - Cash purchases that have been pre-identified are for equipment with a life span of 6-9 years
  - Starting 2-years ago, due to the rising costs of apparatus, it was proposed that the Board approve adding \$300,000 per year to the capital plan
    - ♦ This has helped smooth the member fee while allowing the purchase of the new apparatus
    - ♦ The new lease payment will be \$3.1M
  - Capital replacement fund for cash only items were reviewed
    - ♦ As a note, the cardiac monitor warranties have been extended for the past couple years, but now it is necessary that they be replaced
- ♦ Member Fee FY25/26
  - The changes to the member fees were reviewed
  - Most direct members were anticipating a 5-5% increase, Chief hopes that these numbers are more in line with what Board Members are looking for
  - As a reminder, all percentages are based on usage per the member fee plan
  - Chair Henderson pushed back to the 5% increase each year for sustainability, and yes, these levels are in line with expectations
- ♦ Upcoming Budget Meetings
  - Chair Henderson asked that staff be prepared to answer questions regarding the payroll system (UKG), the capital replacement program and OT to name a few
    - ♦ April 15 – Update at UFA Board Meeting
    - ♦ May 8 – Division Budget Presentations to Finance Committee, Recommendation to Board
    - ♦ May 20 – Board Adopts Tentative Budget
    - ♦ June 17 – Board Adopts Final Budget

#### Closed Session

- ♦ None

Mayor Weichers moved to adjourn the April 10, 2025 UFA Finance Committee Meeting

Council Member Fotheringham seconded the motion

All voted in favor, none opposed



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Finance Committee  
FROM: Assistant Chief Dustin Dern  
DATE: May 8, 2025

SUBJECT: Full-Time Wildland Employee In-Grade Adjustments

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### Intent

To inform the Finance Committee about proposed compensation increases for full-time wildland employees through in-grade adjustments.

### Background

Recently, the Federal Government enacted a continuing resolution that significantly increased compensation for wildland firefighters within the federal system; some increases are as much as 42%. As a result, the State of Utah has reacted to maintain market compensation with federal wildland firefighters. The State of Utah and Federal Wildland Firefighters are comparable agencies for UFA Wildland Firefighters.

### Discussion

These in-grade adjustments were not presented through the typical budget process and timeline because they were unknown then. The proposed compensation adjustments will require a \$91,833 increase in personnel expenditures with a corresponding increase to the revenue for the wildland budget. To capture these increases, the State of Utah has approved a new billing rate for interagency fire response.

### Request

- Approve the in-grade adjustments as proposed, effective July 1, 2025.
- Approve an adjustment to the wildland personnel expenditures and revenue of \$91,833 in the tentative budget for FY 25/26.

Job Title	Division	Proposed Percent Increase	Proposed Present Increase
Wildland Coordinator	Wildland	6.04%	\$6,611
Wildland Foreman	Wildland	15.42%	\$13,184
Wildland Squad Boss	Wildland	23.65%	\$17,523
Wildland Squad Boss	Wildland	23.65%	\$17,523
Wildland Squad Boss	Wildland	23.07%	\$16,637
Senior Wildland Firefighter	Wildland	16.81%	\$10,178
Senior Wildland Firefighter	Wildland	16.81%	\$10,178
			Total: \$91,833







# UNIFIED FIRE AUTHORITY

## MEMORANDUM

TO: UFA Finance Committee  
FROM: Assistant Chief Dustin Dern  
DATE: May 8, 2025

SUBJECT: Seasonal Wildland Pay Scale Adjustment

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### **Intent**

To inform the Finance Committee about the proposed Seasonal Wildland pay scale adjustments to maintain the market with the State of Utah and federal wildland firefighters.

### **Background**

Recently, the Federal Government enacted a continuing resolution that significantly increased compensation for wildland firefighters within the federal system; some increases are as much as 42%. As a result, the State of Utah has reacted to maintain market compensation with Federal Wildland Firefighters. The State of Utah and Federal Wildland Firefighters are comparable agencies for UFA Wildland Firefighters.

### **Discussion**

This pay scale adjustment was not presented through the typical timeline because the federal change was unknown then. The updated pay scale will affect the hand crew, Camp Williams, the fuels crew, and seasonal firefighters. The following are proposals to manage the compensation increases within each resource:

#### Salt Lake Hand Crew

The proposed pay scale adjustments related to the hand crew will be managed by receiving increased revenue through a billing rate increase for interagency fire response already approved by the State of Utah. This will require an \$84,000 increase in seasonal personnel expenditures with a corresponding increase to the revenue.

#### Camp Williams

The proposed pay scale adjustment related to Camp Williams will be managed within the current contract and through management of staffing levels. No budget adjustment needed.

#### Fuels Crew

Two options exist for managing the pay scale increase for the Fuels Crew.

Option 1: Increase the general fund transfer to Wildland by \$50,000, bringing the total transfer to \$485,000. The Fuels crew is currently staffed with ten seasonal wildland firefighters. Ten personnel have proven to be the correct number for providing work production fuels mitigation and for local initial attacks on fires. This increase will add about 0.05% to the member fee increase.

Option 2: Reduce the number of personnel working on the Fuels Crew by one firefighter with the intent of bringing the Fuels Crew back up to ten personnel next fiscal year.

**Request**

- Approve the seasonal wildland pay scale as proposed to begin July 1, 2025.
- Approve adjustments to the wildland personnel expenditures and revenue as discussed in the tentative budget for FY25/26.

## SEASONAL WILDLAND FIREFIGHTERS PAY SCALE FY25/26 (7/1/25 through 6/30/26)

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Grade 4 (Crew Member)</b>  Firefighter Type 2 (FFT2) Qualified		22.5	22.7	23.0	23.2	23.5	23.7	24.0	24.2	24.5	24.7
	<b>Basic</b>	0	5	0	5	0	5	0	5	0	5
	<b>Overtime</b>	33.7	34.1	34.5	34.8	35.2	35.6	36.0	36.3	36.7	37.1
		5	3	0	8	5	3	0	8	5	3
<b>Grade 5 (Squad Boss 2 Trainee, Sawyer)</b>  Minimum one year of documented fire experience Firefighter Type 1 (FFT1) Trainee Incident Commander Type 5 (ICT5) Trainee Fallar 2 (FAL2) Trainee		23.5	23.7	24.0	24.2	24.5	24.7	25.0	25.2	25.5	25.7
	<b>Basic</b>	0	5	0	5	0	5	0	5	0	5
	<b>Overtime</b>	35.2	35.6	36.0	36.3	36.7	37.1	37.5	37.8	38.2	38.6
		5	3	0	8	5	3	0	8	5	3
<b>Grade 6 (Squad Boss Type 2) (7 Personnel)</b>  Firefighter Type 1 (FFT1) Qualified Incident Commander Type 5 (ICT5) Qualified		24.5	25.0	25.5	26.0	26.5	27.0	27.5	28.0	28.5	29.0
	<b>Basic</b>	0	0	0	0	0	0	0	0	0	0
	<b>Overtime</b>	36.7	37.5	38.2	39.0	39.7	40.5	41.2	42.0	42.7	43.5
		5	0	5	0	5	0	5	0	5	0
<b>Grade 7 (Engine Boss) (2 Personnel)</b>  Engine Boss (ENGB) Qualified Incident Commander Type 5 qualified (ICT5) Commercial Driver License		25.5	26.0	26.5	27.0	27.5	28.0	28.5	29.0	29.5	30.0
	<b>Basic</b>	0	0	0	0	0	0	0	0	0	0
	<b>Overtime</b>	38.2	39.0	39.7	40.5	41.2	42.0	42.7	43.5	44.2	45.0
		5	0	5	0	5	0	5	0	5	0

### EFFECTIVE 07/01/2024

Steps are not years of service, but based on years in role/grade

When moving grades you will move into the step that is .25 higher than the previous year (Ex: Grade 4, Step 5 to Grade 5, Step 2)