



UNIFIED FIRE AUTHORITY FINANCE COMMITTEE AGENDA

May 9, 2023, 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
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 8, 2023. Emailed comments submitted prior to 7:00 a.m. May 8, 2023, 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, 2023
4. Budget Presentation
 - A. Introduction and Profile – Chief Burchett/CFO Hill
 - B. Finance Budget Message – CFO Hill
 - C. Strategic Plan – Assistant Chief Pilgrim
 - D. Member Fee & Weighted Voting – Chief Burchett & CFO Hill
 - E. 911 Emergency Transport – Assistant Finance Director Turnbaugh
 - F. Office of the Fire Chief – Chief Burchett
 - a. Information Outreach – Director of Communications Easton
 - G. Administration & Planning – Assistant Chief Pilgrim
 - a. Administration – Assistant Chief Pilgrim
 - b. Fire Prevention – Division Chief Larson
 - c. Special Enforcement – Division Chief Ball
 - H. Finance – CFO Hill
 - I. Human Resources – HR Director Day

- J. Emergency Services – Assistant Chief Dern
 - a. Emergency Operations – Assistant Chief Dern
 - b. Special Operations – Division Chief Case
 - c. Fire Training – Division Chief Watkins
 - d. Emergency Medical Service – Division Chief Ayres
 - e. Urban Search & Rescue – Division Chief Case
 - f. Wildland and Camp Williams – Division Chief Widdison
- K. Support Services – Assistant Chief Robinson
 - a. Logistics – Division Chief Greensides
 - b. Information Technology – IT Manger Bowden
 - c. Emergency Management – Division Chief Mecham
- L. Capital Replacement – Chief Burchett & CFO Hill
- M. Closing – Chief Burchett

5. Deliberation – Chair Henderson

6. Consensus on Recommendation to Full Board of Directors to Include Proposed Changes to the Emergency Management Budget – 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

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 8th Day of May, 2023 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 10, 2023

Meeting held both electronically via Zoom Webinar/UFA Headquarters

Committee Members Present:

Council Member Perry
Mayor Dahle
Council Member Henderson
Council Member Bailey

Council Member Harris
Mayor Silvestrini
Marcus Stevenson
Mayor Weichers

Staff:

Chief Burchett
CFO Hill

Cyndee Young
CLO Roberts

Guests:

AC Dern
AC Pilgrim
AC Robinson
OC Russell
Aaron Whitehead
Armen Jacobs
Brad Larson
Brandon Dodge
Calogero Ricotta
Casey Bowden

Chad Simons
Courtney Samuel
Debbie Cigarroa
Jason Kamp
Jay Torgersen
Jenn Bevan
Kate Turnbaugh
Ken Aldridge
Kiley Day
Kiyoshi Young

Kyle Maurer, Herriman
Lana Burningham
Micayla Dinkel
Nyla Benedict
Patrick Costin
Richard Rich
Rob Ayres
Shelli Fowlks
Station 125

Meeting called to order by Chair Henderson at 2:06 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 30, 2022 Finance Committee Meeting as submitted

Mayor Dahle seconded the motion

All voted in favor, none opposed

Budget Message – Chief Burchett

- ◆ The budget message was distributed to all Finance Committee Members
 - ◆ The average member fee increase is 4.99%
 - ◆ The intent today is to review the Budget Message at a high-level

- ◆ The next UFA Finance Committee Meeting on May 9, 2023 will be a deeper dive into each Division in detail
- ◆ Summary
 - ◆ The Benefits & Compensation Committee recommended a 3% COLA for sworn and 4% for civilian
 - The intent with the percentage difference with civilian is an attempt to get them to the Top 3rd of the market
 - ◆ Sworn personnel did not hold positions as well in the market so the overall impact is 2.03% average off market
 - There were larger than normal wage increases across the valley due to the record CPI in recent years
 - ◆ Ambulance revenue is projected to come in higher than last year due to increased transports and changes in billing rates
 - ◆ A reduction in health insurance was realized again this year
 - ◆ Higher than expected interest income revenue due to rising interest rates was also seen
- ◆ Proposed Budget
 - ◆ The proposed increase to the average member fee is 4.99%
 - ◆ The overall total increase is 7.15% due to the increase in staffing funded by UFSA for 3 of their stations
 - ◆ Personnel costs account for 81.6% of the total budget
 - ◆ The proposed transfer to the Capital Fund is 4.6% of the total budget and will be used for outstanding loan payments
 - ◆ Approximately \$2.3M will be returned as a member fee credit
 - ◆ Chief Burchett is proposing a “one time” purchase of turnouts to enhance the current inventory for the cancer reduction initiative with \$150,000 of fund balance
 - ◆ A chart was provided that listed all revenue, expenditures, and fund balance calculations
- ◆ Key Budget Impacts
 - ◆ A chart displayed the revenue, interest income, fees, health insurance savings, market adjustments, and COLA as discussed previously
 - ◆ Division impacts are few, but consist of payroll/staffing software and FTE changes
 - Special Enforcement currently “borrows” one FTE for half of the year to aid with background checks for the 3 hirings that take place (sworn personnel)
 - Data Analyst for IT as the intent is to direct IT to a more in-house model and reduce professional services
 - Information Outreach Staff Captain would be an upgrade from a Specialist
 - Upgrade 3 Firefighters to Specialists in the Heavy Rescue Program
 - Policy software to manage version control
 - Pre-Employment Psych Evaluations to continue providing good personnel in the field
 - ◆ Dispatch Member Fee increase from VECC and Utah Valley
 - ◆ Canyon Contribution
 - As discussions continue with SLCo and various stakeholders, Chief Burchett feels confident SLCo Council will allow for more time to address this funding
 - Chief Burchett provided a brief background of the funding provided
 - Not knowing their stance made it necessary for UFA to prepare two budgets
 - One with funding remaining at \$3.175M

- The second with funding reduced by \$1.2M
 - Mayor Silvestrini stated that he spoke with Mayor Wilson about her recommendation for the recreational fee with respect to the full budget and feels that funding will remain for this year based on the conversation
 - Chief Burchett replied to Mayor Silvestrini that some members of the UFA Finance Committee have spoken with SLCo Council Members
 - Chief also prepared, at the request of Finance Committee Members, talking points to address the potential loss of funding
- ♦ IT Managed Services Proposal
 - The new IT Manager has created a plan to improve IT services and reduces reliance on a managed it service to a more in-house model
 - The goal is to hire four new FTE's
 - This plan will take two years to compete, two new FTE's per year
- ♦ Proposed FTE Changes
 - The proposed changes are to add twelve new FF/PM FTE's who are fully funded by UFSA for staffing increases at Stations 108, 113, 251
 - The Minimum Staffing OT Budget has been impacted with a larger than normal number of vacancies
 - As mentioned above, the increased number of hiring processes has required an additional Investigator, borrowed from Operations, for half of the year in Special Enforcement
 - Adding a FT Investigator position will result in only half an additional FTE
 - A Data Analyst position is necessary in order to have an in-house analyst to aid in the data-informed decisions
 - This has currently taken place with outside analysts which has been difficult as knowledge of the fire service is necessary
 - As mentioned above as a key budget impact; IT is requesting two of the four FTE's be added this FY
- ♦ Capital Replacement Fund
 - The Capital Replacement Plan identifies all apparatus and equipment; cost, lifespan, and anticipated date of replacement
 - Most of these purchases are accomplished through rotating leases
 - There are however, purchases that require cash as their life span is less than the lease period
 - In order to maintain the health of the Capital Fund and help smooth future member fee increases, a target of 75% of the current lease payments was set by the UFA Finance Committee
 - Additional revenue contributing to the Capital Replacement Fund is realized from the sale of surplus equipment, billing for EMAC deployments, and annual General Fund transfers.
 - A chart outlining the cash purchases was included as well as an overall snapshot of the Capital Fund
- ♦ Canyon Contribution Member Fee Impact
 - Chief Burchett has and continues to look for alternate ways to account for the funding
 - This funding comes into UFA as revenue and helps offset all member fees
 - Mayor Dahle mentioned that Chief Burchett was looking into other ways to redistribute the costs if the canyon contribution did not continue, between members directly effected
 - Chief will continue to pursue different approaches to the allocating the shortfall, but did not have ample time in preparation for this meeting or budget cycle

- A new mapping layer is being defined, but this will take more time in order for accuracy and testing
 - Once Chief Burchett is confident with this approach, he intends to share this with the entire Board for consideration and incorporation
- ◆ Mayor Weichers voiced concern with the market increases of over \$1M and the inclusion of Park City (PC) in the comparisons
- ◆ He expressed that he has been informed that the comparisons for South Salt Lake (SSL) are actually pay scale ranges and not actual wages
 - ◆ With reference to PC, his question is why they are included, it doesn't seem as though the comparison is apples to apples
 - He also asked that the market analysis be shown without PC
 - ◆ Chief Burchett answered to SSL the analysis is looking at the highest paid employee, not range
 - ◆ Local President Dodge stated that PC is within driving distance and many of them live in the valley
 - This creates competition for employees
 - Also noted is that the idea behind the comparison chart is for the surrounding market, not strictly within the valley
 - ◆ Mayor Weichers would like to see a list of past years that would display how many individuals left UFA for neighboring departments
 - Apart from Draper, Mayor Weichers remembers less than 1 per year
 - Chief Burchett stated that this was included in the new budget book in the Benefits & Compensation section
 - ◆ Mayor Weichers also stated that their higher salaries are attributed to the cost of living in PC that is not comparable to the valley
 - Local President Dodge stated that in the past, PC paid a stipend for those residing in PC, but he was unsure if this was still the case
 - ◆ Council Member Henderson agreed that PC is an outlier due to their average property values, stating that this was a different situation
 - Council Member Henderson feels this discussion needs to be had and reviewed
 - ◆ Chief Burchett inquired as to the Boards interest in holding more discussion on PC prior to the next meeting or some direction for UFA on this topic
 - Mayor Dahle feels that this is not critical for this year
 - Nothing changes too dramatically if you pull PC as these comps have been run this way for years
 - This is a valid topic and it should be pushed to Benefits & Compensation to look at next year
 - All agreed that to periodically review these practices is fair
 - Council Member Henderson agreed that more work is unnecessary for this year, but wants this discussed for next
 - The Capital Replacement conversation should also be part of this discussion and review
 - Herriman is beginning to feel the pinch of inflation, but the reality is the service and UFA is personnel intensive
 - The Board must keep up on people/wages, but keep providing quality service with efficient costs
 - Having these conversations next year will put UFA in a good sustainable position
 - This will provide a full year of evaluation for the next budget cycles

Budget Document Overview – CFO Hill

- ◆ CFO Hill explained that an electronic version of the budget will be sent in the coming days
- ◆ Please dive in and send any questions to either CFO Hill or Chief Burchett so that they can be prepared for the May 9, 2023 UFA Finance Committee Meeting

Budget Schedule – CFO Hill

- ◆ April 18 – Update at UFA Board Meeting
- ◆ May 9 – Division Budget Presentations to Finance Committee, Recommendation to Board
- ◆ May 16 – Board Adopts Tentative Budget
- ◆ June 20 – Board Adopts Final Budget

Closed Session

- ◆ None

Mayor Dahle moved to adjourn the April 10, 2023 UFA Finance Committee Meeting

Council Member Harris seconded the motion

All voted in favor, none opposed

DRAFT

UNIFIED FIRE AUTHORITY
FY23/24 Budget
5/9/2023

PROPOSED CHANGES TO THE ORIGINAL BUDGET

EMERGENCY MANAGEMENT FUND

Reduce budget for items using one-time use of fund balance

Completion of ECC technology system project	\$ (230,000)	4040216
SLCo Recovery plan/framework	\$ (203,000)	4040350
Unmanned aerial system equipment	\$ (15,000)	4040216
Office furniture replacement	\$ (14,000)	4040410
Kitchen appliance replacement (ice machine)	\$ (12,000)	4040216
SLCo policy group satellite phone replacement	\$ (10,000)	4040220
	\$ (484,000)	