



## UNIFIED FIRE AUTHORITY BOARD MINUTES

May 19, 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 7:32 a.m.

2. Public Comment

None

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

3. Approval of Minutes

Council Member Stewart moved to approve the minutes from the April 21, 2020 UFA Board Meeting as submitted

Mayor Sondak seconded the motion

Roll call vote taken

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

4. Consent Agenda

a. Review of April Disbursements

- CFO Hill pointed out the larger numbers due to COVID
  - These costs will be reimbursed, as they are fully funded by SLCo
- Mayor Sondak inquired as to the Haggarty Consulting charges
  - Hill explained that they were under contract to provide services for Emergency Management
  - They then transitioned into COVID support
  - You will see this in the budget moving forward to help with COOP Plans with SLCo
  - They are now serving a dual purpose, but currently focused on COVID

Assoc. Deputy Mayor Reberg moved to approve the April disbursements as submitted

Mayor Peterson seconded the motion

No roll call taken, none opposed

5. Committee Updates

- Benefits & Compensation Committee
  - No meeting held
- Governance Committee
  - No meeting held
- Finance Committee
  - Meeting held 5/7/20
    - Chair Stewart will defer report until later on this agenda
    - Note that items 6 and 9 are tied to the Finance Meeting as well

6. Rescinding Approval for Redlining District and Battalion Chiefs

- Chief Petersen presented a memo proposing to eliminate the redlining the District Chief's and Battalion Chiefs
  - This was presented to the Finance Committee and received their recommendation
- With the elimination of the Market/CPI, and the addition of two Battalion Chief's, the cost increased to \$80,000 from the original estimate of \$13,500
- Chief also had decided to delay the removal of the bottom two steps for Assistant Chief until the Board determines they are ready to provide a Market Adjustment to the employees
- Council Member Stewart stated that the Finance Committee supported this request

Council Member Stewart moved to approve the rescinding of the District Chiefs and Battalion Chief's Redlining

Council Member Snelgrove seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen		Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	-

7. Emergency Management Position Restructure

- SLCo has requested that Emergency Management Division Chief Mecham's position be reclassified
  - The position will continue to be a direct report to the Fire Chief, however, it will be reclassified to exempt/at-will and be paid at a level commensurate with a SLCo Department Head position
- SLCo Assoc. Deputy Mayor Reberg stated, it helps SLCo better organize it's hi-level command structure, which is different from that of UFA, and fits better in its level of responsibility
- Mayor Sondak asked for clarification on the reason why this would take place

- Chief Petersen stated that the position becomes more in-line with SLCO's need for having the best team in support of the needs of the Mayor and SLCO
- Division Chief Mecham is in support of this position

Mayor Westmoreland joined the meeting

- Chief Petersen supports the request since this position is a direct report to the Fire Chief and when deployed, often takes a very high level role
  - Currently, Clint Mecham is in Unified Command with the County Mayor and Health Director for the Pandemic
  - This concept has been vetted internally, there is no promotion, no significant change in job description, it is the same job with a change in the classification to exempt/at-will
  - This position is fully funded by SLCO and is budget neutral, as the increase in pay is fully offset by the reduction in the overtime line item
- Mayor Knopp asked if the position changes with the change in Mayor or makes this position more political?
  - Chief Petersen stated that this position is not a political appointment, however, is deeply involved in the politics
  - The position works at the pleasure of the Fire Chief, however, the Chief will consult with the Mayor for removal and selection

Mayor Silvestrini moved to approve the Emergency Manager Position restructure as was discussed and is referenced in the FY20/21 Tentative Budget

Council Member Stewart seconded the motion

Roll call vote taken

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

8. Consider Revision of UFA Board Policies and Procedures

- Both policies are related to agenda item 7
- Employment Status (Section 3165)
  - The Emergency Manager position has been added to the policy
- Overtime and Compensatory Time Policy (Section 6250)
  - The clarification was added that the EM position will not be eligible for overtime for anything funded by SLCO

Mayor Knopp moved to approve the proposed policies on Employment Status (Section 3165) and Overtime and Compensation (Section 6250) as presented

Council Member Snelgrove seconded the motion

Roll call vote taken

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

9. Discussion and Approval of the 2020-2021 Tentative Budget

- Council Member Stewart stated that the Finance Committee reviewed the budget, requested minimal changes and has forwarded the budget for approval, noting that there is now an additional submittal for software
  - Chief Petersen explained that staff realized that an Enterprise Account for ESRI Software, rather than just individual licenses for the Fire Prevention Division, would benefit the whole department
  - EM also realized, with the recent activation, their need to expand their ESRI components
  - The added capacity increases the cost, however, the cost is offset by reductions the Finance Committee identified and Chief Petersen proposes to offset contribution to the Capital Fund by the same amount, with no change to the Member Fee
    - EM will capture \$10,000 of the \$49,500 cost, UFA will cover the rest
  - CFO Hill stated that the reductions to the budget by the Finance Committee had reduced the amount required to maintain an 8.5% fund balance and added \$23,000 to the transfer, this would almost take it back to the proposed budget
    - Mayor Silvestrini clarified that this was not affecting the Capital Fund
    - Chief Petersen stated that a little more than \$1M will still go to the Capital Fund
- Council Member Stewart also noted that there is a deferment of the wage increase to January 2021 for reevaluation of the economy
  - CFO Hill stated that this conversation will resume late fall/winter for a budget amendment
  - Mayor Sondak stated that the Finance Committee was reluctant to build in the Market when others are freezing salaries
  - Chief Petersen mentioned that the Market alone was a \$500,000 increase and that Human Resources will update the study and present the cost of a market increase in November or December
    - This adjustment will include any wage increases (or decreases) that our comparable agencies apply on July 1 and would maintain the top-three pay status if the Board determined to act on the information presented at the time
- CFO Hill displayed the worksheet with the changes to the budget

Council Member Stewart moved to approve the 2020-2021 Tentative Budget as recommended by the Finance Committee, with the accepted changes to ESRI Software and the EM Position restructure

Mayor Sondak seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
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Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

10. Set the Date of June 16, 2020 for a Public Hearing to Receive and Consider Comments on:
- Proposed Amendments to the 2019-2020 Fiscal Year Budget
  - Final Budget for the 2020-2021 Fiscal Year Budget

Mayor Silvestrini moved to set the date of June 16, 2020 for a Public Hearing to receive and consider comments on the proposed amendments to the 2019-2020 fiscal year budget; final budget for fiscal year 2020-2021

Mayor Overson seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
<del>Bush</del>	-	Peterson	Y
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

11. Fraud Risk Assessment – Utah State Auditor
- The State Auditor has distributed an assessment to be completed by all entitles in the state to help gauge where we lie on risk
  - CFO Hill reviewed the audit categories and UFA’s scores
  - Councilman Stewart asked about the status of his proposal in 2017 on an ethical statement for Board Members
    - While the Oath was adopted and delivered to all Board Members, the letter was not signed by all Board Members at that time
    - Chief Petersen stated he would bring that back to the Board for discussion next month
  - Further discussion was had regarding the Board Members and all UFA employees completion of training on ethical behavior
    - Chief Petersen stated it would be challenging to require this of all employees every year, but not impossible

- Currently, all sworn employees take an oath that includes these key issues at hire and for every promotion
- UFA Command Staff will discuss the logistics of completing the training
- CFO Hill will forward the information to the Board in order for them to complete the training
- Board Members will update their progress at the next meeting

12. Family and Medical Leave Act Policy Review

- CLO Roberts noted changes made to the policy for better compliance with the Department of Labor, while at the same time, looking for approval for an enhanced benefit for UFA employees
- The new implementation is that FMLA must run concurrent with paid leave
  - This results in some additional administrative burden for Human Resources to ensure that it is applied properly
- The Department of Labor states that to ensure no additional burden on employers, spouses must merge their 12 weeks if they share employers
- Command Staff has asked to enhance this benefit to allow for spouses to retain their 12 weeks separately and utilize them as such, thereby allowing employees to have their full benefit
- Mayor Knopp asked as to how many employees this would effect
  - A minimal amount of employees currently, although the exact number is unknown

Mayor Peterson moved to approve the Family and Medical Leave Act Policy as presented, effective June 1, 2020

Council Member Hull seconded the motion

Roll call vote taken

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

13. Fire Chief Report

- COVID-19 Update – AC Pilgrim
  - UFA has moved from a 2 day planning cycle to a 7 day cycle, which is more in line with what SLCo and the Health Department are doing
  - Crews have run about 375 calls with potential COVID patients
  - Looking at the next two weeks to determine when to begin a return-to-work, while being mindful of personal challenges and needs of the employees
- UFA Assignments in SLCO Emergency Management
  - UFA has contributed 99 employees to take on assignments in the SLCo EM for both COVID and the earthquake
    - When UFA employees are assigned to EM they are off of the UFA payroll and if backfill is required in Operations, it is funded by SLCo

- Currently, \$375,000 has been assumed by SLCo for UFA payroll, some of this is direct overtime or part-time help, some is assuming responsibility for existing wages
  - With the help and depth UFA provides, SLCo can better focus on decision making
- Station 102 Status Update
  - The station has been unoccupied since March 18
  - KPFF was brought back to reassess the seismic condition and found only non-structural hazards
    - The hazards have been mitigated and the risk of additional aftershocks has significantly reduced over the last 30 days
  - The crew has been housed at Station 111, but will return to Station 102 the first week of June
- Operations Chief Introduction
  - Chief Petersen introduced Operations Chief Dustin Dern
- AC Ziolkowski Retirement
  - Assistant Chief of Administration and Planning, Jay Ziolkowski, will retire the end of May after 27 years
  - Chief expressed his appreciation for all Jay has done for UFA, several Board Members commented on their appreciation for his work
- Mayor Knopp asked about a complaint received related to the Recruit Graduation
  - Mayor Knopp and Mayor Silvestrini were both contacted by a concerned citizen and retired Firefighter regarding his belief that social distancing was not followed during the graduation
  - Chief Petersen appreciates the concern, and explained the extensive steps that were taken to ensure all recruits and employees involved, were following the social distancing guidelines and the limitations on gathering
    - The continuation of Recruit Camp was discussed with the County Health Department at the beginning of the Pandemic
    - UFA determined a need to continue the camp and built in policies to isolate everyone at the training center if a person became ill
    - This was supported by the Health Department and helped prepare the UFA for the potential challenges for staffing by continuing the training for the 31 Firefighters
    - During the graduation ceremony, only health monitored UFA employees were on site, the ceremony was live streamed for family members and the public
    - Chief Petersen approved the removal of the masks and allowed the instructor to be within 6' of the recruit to pin their badge
    - Mayor Knopp appreciated the information and expressed his support for all the effort
    - He also hoped that the retired Firefighter who had complained was watching and felt this would alleviate his concerns
- COVID Collateral Damage
  - Council Member Snelgrove inquired as to whether UFA has noticed an increase in calls that could possibly be related to the Pandemic
    - Operations Chief Dern stated that the data being collected and analyzed relates directly to COVID
    - To date, there has been no study of call types that may be related, such as OD, mental health, suicides, etc.
      - Crews have not seen a particular increase in any one type of call

14. Adjournment

Mayor Silvestrini moved to adjourn the May 19, 2020 meeting  
 Mayor Hale seconded the motion



All voted in favor

15. Closed Session

- Due to the nature of the electronic meeting, and the inability to hold a closed session, the meeting was adjourned prior to holding the session
- No actions were taken following the session

Mayor Sondak moved to adjourn and close the Closed Session

Council Member Stewart seconded the motion

All voted in favor

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  
Associate Deputy Mayor Mike Reberg  
Mayor Harris Sondak  
Mayor Robert Hale  
Council Member Kathleen Bailey  
Mayor Dan Knopp  
Council Member Richard Snelgrove  
Council Member Trish Hull

BOARD MEMBERS ABSENT:

Mayor Kelly Bush

STAFF IN ATTENDANCE:

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

OTHER ATTENDEES:

Arriann Woolf  
Bryan Case  
Bill Brass  
Brett Wood, Herriman  
Calogero Ricotta  
Chad Simons  
Claude Wells, Riverton  
Clint Mecham  
Darren Park  
Dom Burchett  
Dustin Dern  
Embret Fossum  
Erica Langenfass

Ginger Watts  
Ifo Pili, UFSA  
Japheth McGee, Zions  
Jay Ziolkowski  
Jay Torgersen  
Johnathan Ward, Zions  
Jordan Terry, Public  
Kate Turnbaugh  
Matthew McFarland  
Matthew Rhoades  
Michael Conn  
Nile Easton  
Riley Pilgrim

Rachel Anderson, UFSA  
Ross Fowlks  
Ryan Love  
Reid Demman, SLCo  
Station 110  
Stephen Higgs  
Steve Quinn  
Steve Ball  
Steve Prokopis  
Wade Watkins  
Zach Robinson