



UNIFIED FIRE AUTHORITY BOARD MINUTES

May 20, 2025, 7:30 a.m.

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119

1. Call to Order
Quorum present
Vice Chair Fotheringham called the meeting to order at 7:31 a.m.
2. Public Comment
None
Public comment was available live and with a posted email address
3. Approval of Minutes
Mayor Silvestrini moved to approve the minutes from the April 15, 2025, UFA Board Meeting and the April 15, 2025 Open & Public Meetings Training as submitted
Mayor Gettel seconded the motion
All voted in favor, none opposed
4. Consent Agenda
 - Review of March and April Disbursements
 - Due to budget preparations, March disbursements were postponed
 - No discussion

Mayor Silvestrini moved to approve the March and April disbursements as submitted
Mayor Gettel seconded the motion
All voted in favor, none opposed
5. Committee Updates
 - Benefits & Compensation Committee – Chair Silvestrini
 - No meeting
 - Governance Committee – Chair Gettel
 - Next meeting 5/28/25
 - Finance Committee – Chair Henderson
 - Meeting held 5/8/25
 - All divisions presented their budgets to the UFA Finance Committee
 - This 3.5 hour meeting was an opportunity for Committee Members to ask questions and for Division Leaders to delve into their budgets
6. Discussion and Approval of the 2025/2026 Tentative Budget
 - Chief Burchett provided a brief overview of the budget
 - The changes to the wildland pay scale have been incorporated into the budget
 - Chief Burchett explained his intent to be prepared for an increase in the health insurance contingent funding in January 2026 by increasing the ending fund balance to 9.5%

- The 37 recommended FTE's, 30 for the two new engine companies and the remaining 7 in response to organizational growth
- Mayor Silvestrini complimented the Division Leaders on their presentations and their ability to address all the questions presented to them
 - The Mayor also noted that the member fee increases are warranted, and this is a good budget
- Chief Burchett responded to a question from Vice Chair Fotheringham regarding the BC rank and how it has been running lean with each responsible for 7-9 stations
- Mayor Overson stated that while she is not a member of the UFA Finance Committee, she listened to the meeting and felt it was exceptional and transparent with many details and explanations
- Vice Chair Fotheringham thanked Council Member Henderson for reviewing the budget document thoroughly

Mayor Silvestrini moved to approve the 2025/2026 Tentative Budget as presented

Council Member Harris seconded the motion

Roll call vote taken

Bailey	Y	Hull	-
Bourke	-	Kanter	Y
Buroker	Y	Knopp	Y
Butterfield	Y	Overson	Y
Fotheringham	Y	Silvestrini	Y
Gettel	Y	Stewart	-
Harris	Y	Weichers	-
Henderson	-	Westmoreland	-
Huish	Y		

7. Quarterly Financial Report

- This is the third quarterly report for the year
- All members are current with member fees
- The projected ambulance revenue will be met for the year
- Overtime is ahead of what was budgeted, but is nowhere near where it has been in the past
- Vice Chair Fotheringham asked if there would be any material items in the upcoming budget amendment
 - CFO Hill stated that the amendments will mainly consist of truing up grants, and he is not expecting any amendments for material items
- The remaining funds are coming in good and are as expected

Mayor Gettel moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Mayor Overson seconded the motion

All voted in favor, none opposed

8. Fraud Risk Assessment

- CFO Hill stated that this assessment is conducted annually and is part of the audit process required by external auditors
- The overall score was 355, low risk
- Full points were scored in all areas except #4 and #8
 - #4 being the recommendation to have all employees and elected officials annually commit in writing to ethical behavior
 - #8 is if the organization has a formal internal audit function

- In reference to #4, all employees, upon hire, are sworn in, requiring this annually lessens the importance/weight of swearing in when hired or promoted
- Mayor Gettel asked why the internal audit piece is not met
 - CFO Hill explained that the UFA Finance Committee selects an external auditor, but the internal auditor would be a full-time employee or a team of employees with the responsibility to ensure processes are followed per policy
 - Having another FT employee or a team entails an increase cost and UFA is currently doing this informally
 - Vice Chair Fotheringham asked if there are any risks to not meeting the assessment fully
 - This Fraud Risk Assessment is for our information only, this has nothing to do with the state, they just offer this for organizations to review their processes and be comfortable where they lie with regard to risk

Mayor Overson moved to approve the Fraud Risk Assessment as presented

Mayor Silvestrini seconded the motion

All voted in favor, none opposed

9. Merit Commission

- CLO Roberts explained that the term for Merit Commission members is 3 years
- The Merit Commission serves to review disciplinary appeals beyond the Fire Chief

Mayor Gettel moved to approve the reappointment of UFA Merit Commission members Debra Alexander, Teresa Cook, and Alan Rindlisbacher as presented

Council Member Harris seconded the motion

All voted in favor, none opposed

10. Support Services Report

- IMT Training Event
 - Emergency Management Director Behunin provided an update to a recent training exercise that took place at the ECC
 - This was a Salt Lake regional training
 - This exercise was for all hazards, except fire
 - SLCo EM is a conduit for federal funding to support and build the team
 - The goal is to have the team fully deployable by years end
 - This is funded through Homeland Security
- National Fallen Firefighter Memorial
 - AC Robinson attended the memorial in Emmitsburg, Maryland
 - Those honored died in the line of duty, UFA did not have any member honored this year
 - In addition to AC Robinson, a member of IO, three members of the Honor Guard, and four members of Pipes & Drums attended

11. Operations Report

- Operations Report
 - AC Dern presented the report on incidents from last month
 - There were 2,915 incidents, 130 more than last year
 - 12,324 YTD
- Fire Training Highlight
 - Members from Fire Training were in attendance, AC Dern thanked them for their work with the recent Camp 59
 - Staff will now take the next couple weeks to reset for the next recruit camp, Camp 60 which begins 8/4
 - The target is 20-24 recruits

- The training staff and cadre work with recruits 24/7 and participate in all turnout drills, workouts, etc.
- It is not easy to host recruit camp and AC Dern wishes to thank the staff and cadre for the important work they do to ensure there are well trained Firefighters in the stations and keeping the organization running
- NFIRS to NERIS Update
 - The new NERIS program is replacing a 50-year old incident reporting system (NFIRS)
 - This new program will provide better data capability
 - This will be a more user friendly program that will expand the scope for more relevant data collection
 - Quality assurance will also now be automated, which in the past was not
- Ladder 253
 - This is just a reminder that Medic Ladder 253 in Eagle Mountain will be put into service June 3, 2025
 - With this change, daily staffing will increase from 118 Firefighters to 122
 - The water tender will also be moved from CWH to EM for better coverage
 - Performance improvement will be tracked

12. Fire Chief Report

- Metro Fire Chief's Conference
 - LA Fires Lessons Learned
 - Chief Burchett attended the conference earlier this month
 - Metro Fire Chief's, agencies with more than 350 sworn FF's, from all over the world were in attendance
 - A panel discussion was held with Fire Chief's from California, all were involved in the LA fires
 - Chief Burchett came back with a lot of information, but the overall consensus was that no department is prepared for an event such as this
 - Striketeams of over 500 engines and 2,000 FF's were needed
 - To become as prepared as possible, early detection and response, early evacuations and coordination with partner agencies is vital
 - The responsibility for risk and response lies with everyone, every agency, not only fire
 - Chief Burchett stated that SLCo EM is working on a countywide evacuation plan and anticipate it to be ready by late summer
 - Educational campaigns with fuels crews and mitigation needs to expand to the state level, which may be part of HB48
 - The valley does have risk, and we will be as prepared as possible
- HB267 and HB48 Update
 - HB267 will hit the ballot in 2026, until then the law stays the same
 - Meetings have taken place with Local 1696 to work through policies to ensure they align with the house bill
 - It is business as usual, and we are working with Local 1696 as we always have, and they continue to be included in most decisions
 - HB48 Wildland Bill
 - Components require home assessments for homes in high risk areas and a fee assessed
 - The municipalities must adopt the most current WUI building code, 2006 is the most current
 - An accurate risk map is required and goes into effect in 2026
 - Forestry, Fire, & State Land is responsible for the rule making process and Chief Burchett intends to be fully involved in this process

- A meeting with the SLCo Mayor's Office is taking place this week so that there will be a coordinated effort when meeting with FFSL
- In response to Council Member Harris, it is unknown if a certificate of assessment will be provided and how long it is valid for
 - There are many questions and there is not a lot of information as of yet
- 2025 Fireworks Map
 - Fire Marshal Watkins provided an overview of the fireworks map and how the interactive mapping on the UFA website works
 - Residents can type in their address to see where they fall within the restriction map
 - This is a great tool that can be updated depending on weather/fire conditions as the season progresses
 - [Click Here to View the Interactive Restriction Map](#)
- Assistant Chief of Administration & Planning
 - Chief Burchett introduced and welcomed the new AC of Administration & Planning, Wade Russell
- Banquet Recap
 - The banquet was held at Snowbird
 - This event was the largest banquet to date with 308 in attendance

13. Closed Session
No closed session

14. Adjournment
Mayor Gettel moved to adjourn the May 20, 2025 meeting
Mayor Silvestrini seconded the motion
All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey
Council Member Chrystal Butterfield
Council Member Catherine Harris
Council Member Paul Fotheringham
Mayor Dustin Gettel
Mayor Dan Knopp

Mayor Kristie Overson
Council Member Tyler Huish
Deputy Mayor Catherine Kanter
Council Member Tish Buroker
Mayor Jeff Silvestrini

BOARD MEMBERS ABSENT:

Council Member Jared Henderson
Mayor Mike Weichers
Council Member Trish Hull

Mayor Roger Bourke
Council Member Sheldon Stewart
Mayor Tom Westmoreland

STAFF IN ATTENDANCE:

Chief Dominic Burchett
CFO Tony Hill

CLO Brian Roberts
Cynthia Young, Clerk

ATTENDEES:

AC Dern
AC Robinson
AC Russell
Aaron Whitehead
Amanda Lawrence
Anthony Widdison
Ben Porter
Ben Reeves
Bill Brass
Bryan Case
Calogero Ricotta
Casey Bowden
Cheri Jackson, Millcreek
Courtney Samuel
Debbie Cigarroa
Dustan Dinkel
Embret Fossum
Erica Langenfass
Jared hardman
Jay Torgersen
Jen Bevan
Jill Tho
Jon Wilde
Kate Turnbaugh
Katherine Petersen
Kelly Millard
Kiley Day
Kiyoshi Young
Krystal Griffin
Maddi Vance
Meisha Marriott
Micayla Dinkel
Molly McClellan
Nate Bogenschutz
Nathan Kay
Nile Easton
Paul Story
Rachel Anderson, UFSA
Rob Ayres
Sean Garrett
Shelli Fowlks
Steve Prokopis
Steve Quinn
Tara Behunin
Tony Barker
Tua Tho
Tyler Lintz
Wade Watkins