



## UNIFIED FIRE AUTHORITY BOARD MINUTES

June 16, 2020 7:30 a.m.

This meeting was held electronically. All participants and attendees attended this meeting via ZOOM Webinar.

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1. Call to Order

Quorum was obtained

Chair Perry called the meeting to order at 7:30 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 May 19, 2020 UFA Board Meeting as submitted

Mayor Overson seconded the motion

Roll call vote taken

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

4. Consent Agenda

a. Review of May Disbursements

- No questions

Mayor Silvestrini moved to approve the May disbursements as submitted

Mayor Dahle seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	<del>Peterson</del>	-
Dahle	Y	Reberg	Y
Hale	Y	Silvestrini	Y

Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

5. Committee Updates

- Benefits & Compensation Committee
  - No meeting held
  
- Governance Committee
  - No meeting held
  
- Finance Committee
  - No meeting held

6. Resolution 06-2020A to Designate the URS Savings Plan Contribution Amount for Tier II Employees and to Authorize the Employer Pick-Up of the Employee Contribution Amounts

- Arriann Woolf explained the re-allocation of the 6% contribution for the Tier 2 employees
- The goal is to memorialize the contribution and how it is allocated
- URS requires a resolution in order to process the employer portion of the contribution
- Chair Perry verified that this is budget neutral
- Mayor Sondak questioned the ability for budget neutrality while benefitting employees
  - It simply shifts the cost of 6% to 2% employer contribution, 2.7% contribution for employee, and the remainder to 401K

Mayor Hale moved to approve Resolution 06-2020A designating the URS savings plan contribution amount for Tier II employees and to authorize the employer pick-up of the employee Contribution amounts

Council Member Bowen seconded the motion

Roll call vote taken

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

7. Fraud Risk Assessment/State Auditor Online Training

- CFO Hill wanted to remind Board Members about the online training
- The intent is for all Board Members to complete the training in order to improve the score on the Fraud Risk Assessment from the State Auditor

8. Oath and Honor Statement

- On the heels of the State Auditors Report, Council Member Stewart explained the oath and honor statement he drafted in 2017
- This was proposed to be a written letter that would be reaffirmed each year
- Eventually, the Board adopted an Oath of Office and were all sworn in in 2017
- The Oath was taken when first assigned to the Board to represent their municipality or the County, but not renewed each year
- Council Member Stewart hopes to move this forward to all employees as an annual practice
- Chief Petersen stated that all sworn employees take an oath as they join the Department and for each promotion
  - The question before the Board today is if they are interested in asking UFA to require this oath for all employees annually and if they themselves wish to take the oath annually as well
  - It appears that the Board would like to see this made into a policy and required annually
- Chief Petersen stated that staff will draft a policy to bring back to the Board, as well as a finalized version of the oath for the July meeting

Council Member Stewart moved that the Board adopt a policy and require reaffirming in writing an oath and honor statement by all Board Members and Employees annually

Council Member Snelgrove seconded the motion

Roll call vote taken

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

#### 9. COVID-19 Expenses/Reimbursements

- CFO Hill outlined the 4 areas that UFA is focusing on for reimbursement of COVID costs incurred with both serving the public and with employees
- Public Assistance Grant - FEMA
  - 75/25 split
  - Offsets personnel costs
  - Covering both backfill for employees on COVID leave and Incident Management Team overtime
  - It is possible that the grant will also cover PPE, pending
- Assistance to Firefighter Grant
  - AC Ziolkowski submitted for this grant, UFA is awaiting notice
  - \$125,000 has been requested for PPE equipment
  - 90/10 split
- CARES Funding from SLCo
  - 100% recovery for Emergency Management (EM) Team brought out of Operations and into EM
  - \$1.2M
- CARES funding through HHS
  - Just over \$70,000 has been provided already

- CFO Hill stated that UFA is confident it will capture some funding
- Mayor Silvestrini presented the question of the use of CARES funds SLCO has given to municipalities and if some of these funds will be used to help reimburse UFA
- Board Members have received vague and varying answers to this question from SLCO
- It is also unknown if congress will provide any more funding direct to municipalities
- Most Board Members felt that their understanding for use of the funds was to help offset public safety costs
- Mayor Westmoreland stated that Eagle Mountain is happy to channel some funds onto UFA
  - While Mayor Silvestrini cautioned that it would be prudent to keep this in mind while planning on how to apply funds within each municipality, many of the Board Members stated that they support funneling some of the funds to UFA if necessary
  - CFO Hill will wait to know the shortfall before working through options for reimbursement
- Associate Deputy Mayor Reberg stated that SLCO has \$40M available for businesses effected by COVID as part of economic recovery and this knowledge may help municipalities determine how best to spend their funding
- CFO Hill estimates a total of \$235,000 of expenses for COVID related events would be included today in requested reimbursement
- Mayor Sondak agrees that UFA needs to be reimbursed, but feels that all avenues for reimbursement should be explored prior to going before municipalities
- This does not need resolving today as the deadline is December 31
- Chief Petersen stated that UFA will continue searching for reimbursement opportunities beyond the municipalities, CLO Roberts will research legality issues due to the vague information from SLCO, and staff will clarify if acquiring funding from FEMA will interfere with the ability to submit to municipalities for their CARES funding
- This will be brought back to the Board Meeting next month for further consideration

10. Mid-year Reduction by SLCO to Canyon Fee

- SLCO is reducing the contribution to the Canyon Fee based on the 10% overall cut to the County Budget
  - This will impact the Canyon Fee by \$170,000
  - SLCO continues to express the desire to increase funding to fully cover the cost for service to the Canyons, however, they need to make these cuts today due to the impact from COVID
- Associate Deputy Mayor Reberg stated that SLCO intends for these cuts to be temporary, probably not more than one or two years
- Chief Petersen presented several options to consider in a memo included in the Board packet and proposes reducing the Capital Funding Contribution
- This appears to be a one-time cut and feels “OK” about using one-time funds to cover this one-time reduction
  - Mayor Silvestrini supports the idea, however, is concerned that this fund is continually being raided, however, this is the best of the options for a solution
  - Chief Petersen agreed that this was the best of bad options, however, he reiterated that this is not necessarily raiding, but a decreased contribution to the fund
  - The fund will be close to \$3.5 million after this year and will provide an opportunity to smooth out costs as we transition into the third lease in the rotation for Capital Replacement
- Associate Deputy Mayor Reberg stated that SLCO anticipated funding challenges and instigated cuts in order to build the fund balance in the General Fund
  - The intent is to build a reserve to lessen the impact to 2021 budget
  - The goal is to robustly fund the canyons, but facing a short-term shortfall today

11. Reduction by SLCo in Emergency Management (EM)

- SLCo has made a roughly \$240,000 cut by cancelling capital improvement projects, reducing travel and education, food, and removed an open allocation in EM
- Operations for COVID are sustained and will not be affected by the temporary reduction in the EM budget
- Council Member Stewart clarified that the reductions in both EM and the Canyon Fee is temporary

Council Member Stewart moved to recommend amendments for reduction of the canyon fee and reductions within Emergency Management by SLCo

Associate Deputy Mayor Reberg seconded the motion

Roll call vote taken

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

12. Wildland Program Fund Balance

- Division Chief Widdison is asking the Board for a loan of \$250,000 to balance the budget
- The Wildland Division fund balance has grown over the last few years in order to properly manage a slow fire season, unfortunately, last year’s season used all the available fund balance and an additional \$250,00
  - Division Chief Widdison is asking for a short-term loan from General Fund that will be repaid from Wildland deployments as soon as possible
- Chair Perry clarified that the costs will be fully recovered with the current fire season
- Division Chief Widdison stated that the crew’s capability was upgraded to a Type 1 status and therefore has more opportunities for deployment
  - With the ability to be qualified for more deployments, funding will increase moving forward
- Chief Petersen explained that with changes made in 2017, monies earned in excess were held for future seasons for insulation against slow fire seasons
- Division Chief Widdison intends to build the fund balance back up to the \$500,000-\$600,000 range

13. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2019-2020 Fiscal Year Budget

Mayor Knopp moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2019-2020 Fiscal Year Budget

Mayor Hale seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	<del>Peterson</del>	-
Dahle	Y	Reberg	Y

Hale	Y	Silvestrini	Y
Henderson	Y	Snelgrove	Y
Hull	Y	Sondak	Y
Knopp	Y	Stewart	Y
		Westmoreland	Y

- No public comment either via ZOOM or email provided with agenda

Council Member Stewart moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2019-2020 Fiscal Year Budget

Mayor Hale seconded the motion

Roll call vote taken

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

14. Consider Resolution 06-2020B to Approve a Budget Amendment for the 2019-2020 Fiscal year Budget

- No further questions or discussion

Council Member Stewart moved to adopt Resolution 06-2020B approving the budget amendment for the 2019-2020 Fiscal Year Budget as presented

Council Member Snelgrove seconded the motion

Roll call vote taken

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

15. Public Hearing to Receive and Consider Comments on the Final Budget for the 2020-2021 Fiscal year

Mayor Sondak moved to open the Public Hearing to receive and consider comments on the final budget for the 2020-2021 Fiscal Year Budget

Council Member Stewart seconded the motion

Roll call vote taken

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

- No public comment either via ZOOM or email provided with agenda

Mayor Silvestrini moved to close the Public Hearing to receive and consider comments on the final budget for the 2020-2021 Fiscal Year Budget  
 Associate Deputy Mayor Reberg seconded the motion  
 Roll call vote taken

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

16. Consider Resolution 06-2020C to Adopt the Final Budget for the 2020-2021 Fiscal year

- No further comment or discussion

Mayor Silvestrini moved to adopt Resolution 06-2020C approving the final budget for the 2020-2021 Fiscal Year as presented, including any modification made earlier today by the Board  
 Council Member Hull seconded the motion  
 Roll call vote taken

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

17. Fire Chief Report

- Paramedic School

- AC Higgs stated that there are 6 internal employees interested and ready to attend Paramedic School in the fall
- Although a policy to offer a lateral hire of Paramedics has been prepared, there will be no need to activate it for external candidates
- The intent for the second semester is to utilize these individuals to fill a seat on an apparatus while in training, this will result in a cost savings for UFA
- Municipality Survey
  - DOC Easton has received 27 responses thus far
  - Another reminder will be sent to all municipalities
  - This survey is for all professional staff and councils
  - Chief Petersen reminded the Board that this survey is a tool used to help prepare for the new Strategic Plan that will focus UFA efforts from 2021-2023
    - The more input the better for building UFA's goals and action items to be presented to the board and implemented for the coming 3 years
- COVID-19 Update
  - AC Pilgrim explained that UFA experienced a spike in internal cases of COVID
  - Staff does not believe this was from patient contact, instead, from their personal exposure initially outside of work and then from exposure at the Fire Station, 6 individuals tested positive
  - UFA continued to follow procedures set in place, and minimized the spread
  - Chief Petersen shared a memo to the organization stressing the importance of continuing to follow the best practices both at the Fire Station and on emergency incidents
- Board Meetings – Return to In-Person?
  - Chief Petersen asked if the Board would support providing an opportunity for willing Board Members to return to an in-person meeting
  - Staff will ensure that there will also be a way to effectively participate via ZOOM
  - All precautions will continue to be addressed, public comment and attendance will continue electronically, as will that of all staff, to minimize physical attendance
  - Board Members had varying opinions and feelings about attending, however, there was interest in returning to an in-person meeting in July
    - Staff will ensure there is an option to effectively participate for Board Members who do not want to return to in-person yet

18. Closed Session

None

19. Adjournment

Mayor Silvestrini moved to adjourn the June 16, 2020 meeting

Council Member Stewart seconded the motion

No roll call vote taken

All voted in favor

None opposed

**BOARD MEMBERS IN ATTENDANCE:**

Mayor Jeff Silvestrini

Mayor Kristie Overson

Council Member Jared Henderson

Mayor Tom Westmoreland

Council Member Richard Snelgrove

Council Member Gary Bowen



Mayor Robert Dahle  
Council Member Allan Perry  
Council Member Sheldon Stewart  
Associate Deputy Mayor Mike Reberg  
Mayor Harris Sondak

Mayor Robert Hale  
Mayor Kelly Bush  
Council Member Kathleen Bailey  
Mayor Dan Knopp  
Council Member Trish Hull

**BOARD MEMBERS ABSENT:**

Mayor Mike Peterson

**STAFF IN ATTENDANCE:**

CFO Tony Hill  
Chief Petersen

CLO Roberts  
Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Burchett  
AC Higgs  
AC Pilgrim  
Arriann Woolf  
Bill Brass  
Brad Patterson, Bond Counsel  
Brett Wood, Herriman  
Calogero Ricotta  
Captain Aldridge  
Captain Bogenschutz  
Captain DeVoogd  
Captain Greensides  
Captain Park  
Captain Simons  
Claude Wells, Riverton  
Crystal Olbera, KPFF  
Division Chief Case  
Division Chief Rhoades  
Division Chief Robinson  
Division Chief Torgersen  
Division Chief Widdison  
DOC Easton  
Emergency Manager Mecham  
Erica Langenfass  
Ginger Watts  
Japheth McGee, Zions  
Jeff Andrus, Auditor  
Kamarie DeVoogd  
Kate Turnbaugh  
Kiyoshi Young  
Lana Burningham  
Larson Wood  
Matthew McFarland  
OC Dern  
Ryan Love

Steve Quinn  
Talsan Schulzke  
Tim Tingey, CWH  
Val Greensides  
William Averett, Auditor