



## UNIFIED FIRE AUTHORITY BOARD MINUTES

July 16, 2024, 7:30 a.m.

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

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1. Call to Order  
Quorum present  
Chair Weichers called the meeting to order at 7:32 a.m.
2. Public Comment  
None  
Public comment was available live and with a posted email address
3. Approval of Minutes  
Council Member Buroker moved to approve the minutes from the June 18, 2024, UFA Board Meeting as submitted  
Mayor Overson seconded the motion  
All voted in favor, none opposed
4. Consent Agenda
  - Review of June Disbursements
    - No discussion

Council Member Fotheringham moved to approve the June disbursements as submitted  
Mayor Knopp seconded the motion  
All voted in favor, none opposed
5. Committee Updates
  - Benefits & Compensation Committee – Chair Silvestrini
    - No meeting held
  - Governance Committee – No current Chair
    - No meeting held
  - Finance Committee – Chair Henderson
    - No meeting held
6. Quarterly Report
  - CFO Hill provided a brief update to the preliminary financials for the June 30, years end
  - During the coming months, work will continue for closing out FY23/24
  - The auditors will then complete their work with final numbers and an audit report prepared for the November or December UFA Board Meeting
  - Payroll is reflected in this report through June 25
  - The July 25 payroll will include overtime for Operations personnel
  - The Pcard program totals are through the end of May, June is pending
  - The interest income, currently \$923,000, has been a solid revenue source for the past couple years

- Salary and benefits are under budget
- CFO Hill noted that while there is some over-expend in Operations, all line items will be covered with under-expend
  - These items are continually monitored throughout the year
  - CFO Hill explained that adjustments to reflect the under/over expends have been made for the FY24/25 budget in answer to Council Member Huish's question
- CFO Hill reviewed the remaining funds
- Mayor Weichers inquired as to who administers the Pcard program
  - CFO Hill explained that it is administered by Wells Fargo Bank and there is an incentive that results in approximately \$40,000 in rebate revenue
  - Organizational Pcard purchases are usually up to \$300,000 annually

Council Member Fotheringham 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

## 7. Operations Report

- AC Dern presented the report from last month
  - There were 3,091 incidents, down 28 from last year
  - 18,310 YTD incidents
- 4<sup>th</sup> of July Update
  - OC Russell explained that in anticipation for a busy night, eight additional crew members upstaffed three Type III's and a water tender
  - On the 5<sup>th</sup> of July, some additional upstaffing with one Type III was also done
  - Crews were kept busy and were able to meet all response needs with excellent response times
  - For the 24<sup>th</sup> of July, upstaffing the additional eight crew members and apparatus will be done once again
  - AC Dern reminded the Board that we are currently in red flag conditions, which also supports the need for upstaffing during the holidays
- American Heart Association Mission: Lifeline Award
  - UFA personnel were recognized for high quality care of patients who are experiencing a heart attack or stroke
  - Our Paramedics and EMT's make a difference between life and death and directly contribute to positive patient outcomes and continuation of quality of life following an incident
  - The Medical Division, responsible for training new and existing personnel, utilizes data to support the development, implementation, and delivery of training to personnel
  - This is the first year receiving the honor, the gold award has a requirement that an agency must have received the award in the past
  - AC Dern is expecting that UFA will receive the gold award next year
- Incident Highlight
  - AC Dern highlighted two incidents and thanked the Board for supporting the full funding of the Wildland Fuels Crew
    - Once the fuels crew arrives on a wildland scene, station crews are able to go back in service faster

8. Fire Chief Report

- Unifiedfireut.gov Domain Change – Technology Manager Bowden
  - Due to the recent law change, there will be three phases of rollout for the new domain names
    - Unifiedfireut.gov
    - Unifiedfireserviceareaut.gov
    - The Technology Division is currently working on the website configuration to allow them both to manage the old and new email addresses
    - Email changes and notifications will be the next phase, employees currently have two emails that are routed through the email server, another will be added with this phase
    - The final phase will be the single sign on for personnel which is accessed via email for personnel and their computers
    - It is anticipated that this complete transition will take 18-24 months
- Special Enforcement Division – DC Larsen
  - Chief Burchett introduced Division Chief Larsen
  - DC Larsen explained that his Division is responsible for all new hire background checks, fire investigations, bomb squad, two K9's trained in explosion and accelerant detection as well as assisting in external events such as the visit from the Vice President and other dignitaries
  - Mayor Weichers discussed a fire in CWH
    - DC Larsen explained that the fire is currently being investigated
- Health & Wellness Update
  - Chief Burchett presented a memo providing an update on his goal to focus on health and wellness within the organization
  - The four pillars of the overall health and wellness are Financial, Social/Cultural, Physical Fitness, and Mental/Behavioral Health
    - Financial and retirement seminars have been offered to personnel to help with the anxiety of preparing to retire and better management of money
    - Hosting the winter banquet and now a summer picnic for families is to build connections away from work
      - Making a greater effort to recognize crews and individuals with lifesaving awards and Chief Coins to honor their accomplishments
    - The development, implementation, and policy for the FPAT (Firefighter Physical Agility Test) to help personnel maintain health/fitness during their career and beyond
    - Mental/Behavioral Health is where we have seen the most improvement
      - With the state grant, a consultant was hired to improve our current program by evaluating and implementing training for the Peer Support Group
      - The Peer Support Group consists of both current and retired employees
  - Chief Burchett wishes to thank the Board of Directors for funding these projects

9. Closed Session  
No closed session10. Adjournment

Mayor Knopp moved to adjourn the July 16, 2024 meeting  
 Mayor Overson seconded the motion  
 All voted in favor, none opposed

Following the UFA Board Meeting, a preview of a new ambulance and engine for Station 125 took place. Notice was posted and the UFA Board took no action.

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey  
 Council Member Catherine Harris  
 Council Member Paul Fotheringham  
 Council Member Trish Hull  
 Mayor Tom Westmoreland  
 Mayor Marcus Stevenson  
 Mayor Dan Knopp

Mayor Kristie Overson  
 Mayor Mike Weichers  
 Council Member Tyler Huish  
 Deputy Mayor Catherine Kanter  
 Council Member Tish Buroker

**BOARD MEMBERS ABSENT:**

Mayor Jeff Silvestrini  
 Council Member Chrystal Butterfield  
 Council Member Jared Henderson

Mayor Roger Bourke  
 Council Member Sheldon Stewart

**STAFF IN ATTENDANCE:**

Chief Dominic Burchett  
 CFO Tony Hill

CLO Brian Roberts  
 Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Dern  
 AC Pilgrim  
 AC Robinson  
 Anthony Widdison  
 Bill Brass  
 Brad Larson  
 Braden Ellingson  
 Bryan Case  
 Calogero Ricotta  
 Casey Bowden  
 Chandler Kingsbury  
 Courtney Samuel  
 Eric Holmes  
 Eric Van Duren  
 Erica Langenfass  
 Gavin Pate  
 John Harris  
 Jon Wilde  
 Kate Turnbaugh  
 Kelli Laing  
 Kelly Bird  
 Kelly Millard  
 Ken Aldridge  
 Kiley Day  
 Kiyoshi Young  
 Krystal Griffin

Laili Couper  
 Lana Burningham  
 Lee Ascarte  
 Mike Greensides  
 Mike Swenson  
 Molly McClellan  
 Molly Swenson  
 Nile Easton  
 OC Russell  
 Paul Larsen  
 Rachel Anderson  
 Scott McNeil  
 Shelli Fowlks  
 Station 101  
 Steve Quinn  
 Tara Behunin  
 Tawnee McCay  
 Val Greensides