



UNIFIED FIRE AUTHORITY BOARD MINUTES

August 15, 2023, 7:30 a.m.

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

1. Call to Order
Quorum present
Chair Weichers called the meeting to order at 7:33 a.m.
2. Public Comment-
Public comment was available live and with a posted email address
 - Council Member Perry was able to do a ride along with Captain Christensen and the crew at Station 118 over the weekend. It was a great experience. Council Member Perry encourages the board members to take the opportunity to schedule a ride along with your liaison and spend a day with one of the crews.
3. Approval of Minutes
Council Member Stewart moved to approve the minutes from the July 18, 2023
Council Member Perry seconded the motion
All voted in favor, none opposed
4. Consent Agenda
 - Review of July Disbursements
 - No discussionCouncil Member Hull moved to approve the July disbursements as submitted
Mayor Overson seconded the motion
All voted in favor, none opposed
5. Committee Updates
 - Benefits & Compensation Committee – Chair Dahle
 - No meeting held
 - Governance Committee – Chair Silvestrini
 - No meeting held
 - Finance Committee – Chair Henderson
 - No meeting held
6. Fairfield Discussion
Chief Burchett reviewed the Memo to the board dated August 15, 2023, regarding the town of Fairfield and provided general background information
 - UFA was approached several weeks ago by a council member from Fairfield regarding joining UFA for services
 - In accordance with UFA's Interlocal Agreement, an initial meeting was held with the Fairfield Council Member, Mayor Weichers, CLO Roberts, and Chief Burchett to discuss the needs of the requesting party
 - Fairfield is a small town of about 160 citizens in Utah County
 - Fairfield has a limited tax base. The town currently pays around \$25,000 annually to Cedar Fort for EMS and Fire Services
 - Chief Burchett felt that the current available models for joining would not work with Fairfield due to the town size and tax base
 - Consideration of a contract model that is outside of the interlocal agreement was briefly discussed with the Fairfield council member
 - Council Member Hull asked what the call response time is if Cedar Fort does not have any available volunteers?

- Chief Burchett agrees that the current standard is not ideal for Fairfield citizens. Response times with the current agreement is in the 20–30-minute range or longer
- Council Member Stewart asked why the current contract model had been eliminated?
 - CLO Roberts explained that having Fairfield join under the interlocal agreement wasn't eliminated but didn't seem to be a good fit for Fairfield based on their initial discussion. It seemed best to consider a fee for services rather than having Fairfield join
 - Council Member Stewart stated that the Interlocal allocates a percentage of total costs based on total call volume, if the stations 3 million and they are 1% of the call volume, that's \$30,000 for services
- Council Member Stewart asked that Mayor Westmoreland be included in the conversations moving forward, as this will impact Eagle Mountain stations, and that more evidence be provided as to why the current interlocal model would not work
 - Chief Burchett stated that the cost of placing a 3 handed engine in Fairfield is not realistic for this community. The possibility of a fee for services when an Eagle Mountain crew is pulled into Fairfield is realistic
- Council Member Kanter asked how a Fairfield would be different than the other contract members?
 - CLO Roberts explained that Fairfield would not have a vote on the board nor be part of the governance. It would be a pure fee for service. The discussion for the board would need to include how the fee is allocated compared to other contract members. This would be outside of the scope of how UFA would typically operate for an entity such as a town. The staff at UFA would do the research and bring a contractual concept back to this board for input
- Council Member Stewart would like to defer how he votes on this to Mayor Westmoreland and understands the purpose of having an alternate contract based on the discussion that has taken place
- Mayor Weichers asked about the potential for growth in the Fairfield area
 - Mayor Westmoreland stated that Fairfield has not encouraged growth
- Council Member Stewart asked if the board could look at what we do with White City in Sandy and reverse the agreement, then come back with a proposal? The contract could have a tiered system based on call volume
 - Considerations should include that Fairfield would be moving from a volunteer fire service to a full-time service. This should be accounted for in the agreement
 - Chief Burchett reiterated that this is in the very preliminary stages. Chief Burchett would like to come back to the board with details such as drive times, call volume, and anticipated growth. The Sandy contract is exactly what he would like to see for Fairfield. Chief also understands that some parameters need to be established, such as a population cut-off, specific assets, etc
- Council Member Perry asked if we have done enough research to know what percentage of Fairfield calls that we already respond on
 - Chief Burchett stated that he has not fully researched the call volume
- Chief Burchett requested the board's approval to begin researching call volume, drive times, and possible impact. He will return to the board with detailed information
- The board approves further research

7. Fire Chief Report

- 24th of July- AC Dern
 - The weather cooperated and the holiday was uneventful
 - The crews ran 86 incidents on the 23rd and 118 incidents on the 24th. We average around 90 normally
 - We received 19 fire dispatches, none of which were significant
 - We staffed three type 6 engines with 2 firefighters each for extra coverage. It is helpful to have these extra units to respond to and mitigate calls during busy hours
- Strategic Plan Update- Captain Quinn
 - This is the 2024-2026 plan
 - The Strategic Planning Committee began with a review of the current Vision, Mission, and Values statement. The committee found that there wasn't much to change on this, but they are considering adding an inspiring motto

- The committee has been working on the strengths, weaknesses, opportunities, and challenges (SWOC). They have nearly completed the internal portion of the SWOC meetings, and are seeing trends which will help them set goals and move forward with the plan
- External SWOC meetings are scheduled during the first weeks of September. The committee will be looking for community leaders to assist with the meetings, as well as the liaisons
- Captain Quinn will be reaching out to those board members that have agreed to participate in the strategic planning process once the information from the SWOC meetings has been gathered
- Staffing and Overtime Update
 - During Chief Burchett's 100-day plan, the number one concern was the mandatory and overtime burden on our crew members. Chief Burchett has worked with the labor group to improve this burden. Some good changes have been made, which include:
 - Changes to the Mandatory Staffing Policy, which allows firefighters to sign-up for dates that they are available to work extra shifts
 - Added a lateral hire process which gives us an opportunity to hire experienced firefighters from other agencies
 - Increased the budget for interested firefighters to attend paramedic school
 - Although these changes are working, it has become necessary to do more to improve the burden on our staff
 - Our average call back per day is .7 per day, which is an increase from .5
 - We have added extra full-time seats to maintain the minimum staffing number, which went from 108 to 115 over a three-year period
 - Firefighters are resigning/retiring. Last year we received 23 resignations and 16 retirements
 - On the flip side of the resignations and retirements, we have the need to promote to fill the vacated positions. This year we have had 24 promotions to date. Last year there were 33 promotions overall. In 2020, there were 17 promotions
 - Nearly 50 staff members were added last year. Yet we currently have 25 vacancies, which translates to an increased mandatory and overtime burden on our staff
 - Chief Burchett feels we need to hire 50 to 60 staff members per year to maintain minimum staffing. Chief met with the labor group and the hiring group to discuss how to best manage this
 - We don't want to minimize the current new hire and recruitment process
 - We could do two camps a year. However, each hiring process takes 10 months from start to finish
 - The groups suggested a part-time only hire
 - This group is our current part-time EMS/Wildland employees. They have already completed a portion of the hiring process and are familiar with the stations. They have been through background checks
 - A second hire will impact the budget, but will also decrease the overtime budget
 - This plan would allow us to hire 50-60 per year
 - Mayor Weichers asked Chief Burchett to explain what our hiring process looks like and if there is a way to cut it back from 10 months
 - Chief explained that we begin recruitment in April. After the recruitment process has been completed, there is a written exam. This year we had over 600 responses to the recruitment notice. About half of them come to take the test. Once the tests are scored, they are ranked. We generally take the top 70-80 into an oral interview, psych exam, and physical testing process. Potential recruits are then banded in groups A-D, and we begin processing background checks. From there, we begin contingent job offers, medical evaluations, and final job offers. Camp begins in February and is a 16-week training program. The recruits are then placed in the field
 - Council Member asked if the part-time hire would be staggered so 2 camps are held in one year
 - Chief confirmed that the camps would stagger, and 2 camps would be held per year
 - Council Member Stewart asked if there is a struggle with a skill base such as engineer, paramedic level, and is that part of this problem?

- Chief explained that the paramedic shortage is improving. We have seen an increased interest within our agency of member that want to go to paramedic school
 - This is a 9-month certification process
- Many of our promoted officers are paramedics, which has added to this shortage within our organization
- Mayor Dahle is curious about the high number of resignations and retirements. With the time invested into vetting and training, it would be good to know why they are leaving
 - Chief Burchett explained that it is a culture change
 - The economy in Utah makes it difficult to provide a living on an entry level income
 - Most households have two incomes. Many are moving to different states because their spouse found work elsewhere
 - The portable retirement system has made it easier for members to move on
- Mayor Weichers asked what the minimum age requirement is
 - Chief stated that it is 18
 - Surveys have shown that most 18-year-olds are not concerned about retirement. After they have been here several years, this becomes more of a priority
 - The retirement piece is important to this organization and work is being done with legislation to improve it
- Municipal Patch Update
 - This project has taken several years to complete
 - Municipalities designed the patch for their community
 - DC Greensides handed out patches to corresponding board members
 - Mayor Weichers mentioned that they held a community event recently. It was nice to see Stations 110 and 116 with municipal patches. It gives the crew a local feel
- Surplus Sale
 - Part of the capital plan is to replace equipment regularly over the lifespan of the equipment. Equipment is sold to bring revenue into the capital plan
 - \$447,000 worth of equipment sold in 2019-2020
 - \$183,000 worth of equipment sold in 2020-2021
 - \$40,000 worth of equipment sold in 2022-2023
 - \$266,000 worth of equipment sold in 2023
 - Chief Burchett noted that we had budgeted for \$70,000 in the 2023-2024. This is a welcome increase. Chief directed the board to the memo in the packet for review of the sold items
 - Mayor Weichers noted the increase to the budget and asked CFO Hill to speak to the use of additional funds
 - CLO Hill stated that the funds would assist with some of the cash purchases that are in the current budget, and will assist with the fund balance position

8. Board Comment

- Kathleen Bailey wanted to take a moment to thank Ed Walden for his service as the liaison for Copperton. He has been fantastic to work with. Engineer Walden is planning to retire in October

9. Closed Session

No closed session held

10. Adjournment

Mayor Stewart moved to adjourn the August 15, 2023 meeting

Council Member Hull 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
 Mayor Robert Dahle
 Council Member Trish Hull
 Mayor Marcus Stevenson
 Mayor Kristie Overson
 Mayor Mike Weichers
 Council Member Allan Perry
 Deputy Mayor Catherine Kanter
 Council Member Tish Buroker
 Mayor Tom Westmoreland
 Council Member Sheldon Stewart
 Council Member Jared Henderson

BOARD MEMBERS ABSENT:

Mayor Jeff Silvestrini
 Mayor Roger Bourke
 Assoc. Dep. Mayor Lisa Hartman, SLCo Alternate

STAFF IN ATTENDANCE:

Chief Dominic Burchett
 CFO Tony Hill
 CLO Brian Roberts

STAFF ABSENT:

Cynthia Young, Clerk

OTHER ATTENDEES:

Aaron Whitehead	Rob Ayres
Adam Park	Sam Garfield
Anthony Widdison	Scott McNeil
Bill Brass	Shelli Fowlks
Bryan Case	Steve Ball
Calogero Ricotta	Steve Quinn
Chad Frisbee- Public	Tara Behunin
Courtney Samuel	Tim Tingey, CWH
David Chipman, public	Tony Barker
Dustin Dern	Valerie Greensides
Erica Langenfass	
Jenn Bevan	
Kate Turnbaugh	
Ken Aldridge	
Kiley Day	
Kiyoshi Young	
Krystal Griffin	
Lana Burningham	
Michael Greensides	
Nile Easton	
Patrick Costin	
Rachel Anderson	
Riley Pilgrim	