



UNIFIED FIRE AUTHORITY BOARD MINUTES

September 20, 2022, 7:30 a.m.

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

1. Call to Order
Quorum was obtained
Chair Dahle called the meeting to order at 7:31 a.m.
2. Public Comment
None
Public comment was made available live and with a posted email address
3. Approval of Minutes
Mayor Overson moved to approve the minutes from the August 16, 2022, UFA Board Meeting and the August 16, 2022 Special Board Meeting as submitted
Mayor Silvestrini seconded the motion
All voted in favor, none opposed
4. Consent Agenda
 - Review of August Disbursements
 - No discussion
Mayor Silvestrini moved to approve the August disbursements as submitted
Council Member Perry seconded the motion
All voted in favor, none opposed
5. Committee Updates
 - Benefits & Compensation Committee
 - No meeting held
 - Governance Committee
 - No meeting held
 - Finance Committee
 - Meeting held 8/29/22
 - The Capital Replacement Plan and what is an appropriate fund balance was the main topic of discussion
 - The Committee felt that the debt service payment should be considered as a target for the ending fund balance and directed staff to present a 6, 9, and 12-month option based on the number of years needed to accomplish the goal
 - CFO Hill replied to Mayor Weichers that the memo totals include the \$1M under expend for future years that is in the current budget

- CFO Hill also clarified that there two ways to reach the goal selected, by either reducing expenditures in the cash purchases or identifying some funding in the General Fund to transfer over to bridge the gap
- The Board discussed the need to chip away at the amount so as not to cause a large member fee increase
- Council Member Henderson discussed addressing funding in an emergency and the smoothing of member fees while focusing on the Capital Replacement Fund
- CFO Hill stated that the smoothing of the member fee is the most important reason this practice was decided upon, but agreed that fund balance is helpful if an emergency arises
- Council Member Henderson stressed that the inability for payment of debt is minimal so that this concern doesn't need to be so heavily weighted and that this concern is clouding the conversation
- The sweeping of the funding does not sit well with some of the Board Members and Council Member Henderson feels that part of the member fee should be Capital Replacement Funding with criteria built into it to reflect the portion of payment each individual municipality contributes
- Mayor Weichers agrees that his initial concern was the sweeping of funds for spending
- CFO Hill stated that the Capital Purchases are in the member fee, but currently it is the amount to get the debt service payment
 - How we fund is the topic discussed here and how do the members want to pay for items that cannot be financed
 - The equipment must be purchased, and this is made possible by the member fee currently consisting of a transfer of funds (sweep)
- CFO Hill reminded the Board that 8.5% was determined for the fund balance which is minimal for an organization of this size
 - In actuality; there is only 3.5% available as the state mandates 5% remain
- Mayor Dahle stated it's not the saving of monies that is the focus, it's a question of the mechanics to move the funds and the transparency in the process
- CFO Hill feels staff has ample direction to move forward with a budget to present to the Finance Committee, so the only remaining question is where the ending fund balance should be
- Council Member Henderson stated that it is important to get this right and go through the details; is the funding for debt service payment for smoothing of the member fee or cash purchases
 - If the purpose is different, there may be a need to look at a different method
- Mayor Silvestrini stated that the purpose is not to have large swings in the member fee
- It was decided that a Finance Committee meeting will be scheduled in the coming months to further discuss this topic, all UFA Board Members are encouraged to attend

6. BLM/UFA Fire Training Project

- DC Widdison introduced Mike Gates and Chris Delaney from the BLM
- This agreement is for UFA to provide the ground at the Magna Training Facility and the BLM will build a shared facility for their Hotshot Crew and UFA WL Crews
- The BLM is prepared to move forward with a lease agreement and has submitted a letter of intent to both the UFA and UFSA Boards
- The UFSA was deeded the ground by SLCo with a reversion clause
- CLO Roberts and DA Anderson have been working with SLCo to ensure that this agreement will not trigger the reversionary clause

- Deputy Mayor Kanter stated that the executives at SLCo are also aware of the proposal and also confirmed that it will not impair SLCo interest on the adjacent Public Works property
- The BLM submitted a letter of their anticipated funding and their desire to partner with UFA

Council Member Hull moved to approve the building partnership between UFA and the BLM as discussed

Deputy Mayor Kanter seconded the motion

All voted in favor, none opposed

7. Upgrade Safety Officer Position/Organizational Chart

- Due to a promotion, this position has become available, Chief Burchett is planning on upgrading this from a Captain rank to a Battalion Chief rank
- Going forward, it will be a \$26,000 impact to the budget
- Chief Burchett feels that these changes in the Organizational Chart will provide more opportunities for growth
- The change with the Safety Officer position will include added responsibility and focus on the health and wellness program, peer support, etc.
- Chief feels this is a critical time to move in this direction and with the opening of the position, this is an opportunity that he would like to begin immediately, but can delay until January 1, 2023 if necessary
- Deputy Mayor Kanter expressed concern for the movement of SLCo Emergency Services from the direct supervision of Chief Burchett to reporting to the Assistant Chief of Support Services
- Chief Burchett explained that it was moved to report directly to the Fire Chief about 4 years ago and Chief feels that moving the HR Director into a direct report position and the movement of Emergency Services allows for him to maintain a manageable span of control
 - Deputy Mayor Kanter asked that this conversation continue offline and will schedule to meet with Chief Burchett soon
- Mayor Bourke asked if any downsides presented themselves aside from the budget adjustment
 - Chief Burchett stated that the changes in focus justify the change in rank going forward
 - This was brought to the Board for awareness of an coming budget adjustment

Mayor Burke moved to approve the upgrade in the Safety Officer position and the Organizational Chart as discussed

Council Member Hull seconded the motion

All voted in favor, none opposed

8. IT Plan/Update

- Business Technology Manager Bowden provided an update on his 3–5-year strategy
- Of the many things; cyber security, monitoring of systems and tracking of all technology within the services UFA provides, gap analysis, server backup technology, and an overall improvement in data capability are just some of the projects taking place currently

9. Merit Commission

- HR Director Day introduced the newest member to the 3-member Merit Commission; Teresa Cook
- Mayor Silvestrini stated that both he and Mayor Dahle reviewed the applicants and selected Teresa for the current opening

Mayor Silvestrini moved to approve the appointment of Teresa Cook to the Merit Commission as discussed

Mayor Weichers seconded the motion

All voted in favor, none opposed

8. Fire Chief Report

- Strategic Plan Update – AC Pilgrim
 - AC Pilgrim provided an update to the current Strategic Plan
- Policy Change Program – Policy Analyst Brass
 - This project to update and rewrite policies has taken 4-years
 - Not only are the policies updated, but responsibility has been assigned to personnel within UFA
- Expired Helmets – AC Robinson
 - AC Robinson explained to the Board that in following the UFA Surplus Policy, it has been decided to allow individuals with expired helmets to keep their helmets as keepsakes if they wish, rather than simply disposing of them
 - No concerns from the Board
- ECC Lease – CLO Roberts
 - CLO Roberts has been working on a new lease agreement with SLCo for the space UFA occupies within the ECC
 - The original lease was incorporated into the ILA agreement and was determined by a percentage of the bond payment
 - The rent has not changed since 2005
 - The new agreement is a standard lease with an increase of \$36,000 annually, \$7.00 per sq. ft.
 - The maintenance language is clearer and better defines who is responsible for what type of maintenance
- WL Crew Donation from Emigration Canyon
 - Chief Burchett extended his thanks to neighbors in Emigration Canyon who made a donation to the WL Program for the great work the crews did in their area
- Parleys Canyon Fire
 - A few weeks ago, a fire was started by the exit to Lambs Canyon in Parleys Canyon
 - A truck and trailer were involved, and this spread to surrounding vegetation
 - The first responding engine had a Captain with WL experience who ordered aircraft and additional units from Park City
 - This fire was successfully stopped with just under an acre of burn
- GFOA Distinguished Budget Presentation Award
 - Congratulations to the UFA Finance Division and the work done by all involved with the budget process
 - For the 5th straight year, UFA has received the GFOA Distinguished Budget Award
 - A round of applause from the Board to UFA staff
- Mayor Dahle asked that at the next meeting, a report providing an update on any progress the PM rank adjustment may have had on Mandatory OT be provided

- Chief Burchett explained how a shift in those wanting OT has taken place wherein less personnel want to work more OT
- Currently there are 23 vacancies
- Work with Local 1696 on rewriting the Mandatory Policy is taking place with the goal to make it easier for personnel to manage this issue
- Also stated was the intent to hire more FTEs in the coming budget cycles for a long-term solution, but in the meantime, work on a policy that helps personnel is the priority

9. Closed Session

None

10. Adjournment

Council Member Hull moved to adjourn the September 20, 2022 meeting

Council Member Perry seconded the motion

All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Chrystal Butterfield

Mayor Robert Dahle

Council Member Trish Hull

Mayor Marcus Stevenson

Mayor Dan Knopp

Mayor Kristie Overson

Mayor Tom Westmoreland

Council Member Jared Henderson

Mayor Mike Weichers

Council Member Allan Perry

Deputy Mayor Catherine Kanter

Mayor Jeff Silvestrini

Mayor Roger Bourke

BOARD MEMBERS ABSENT:

Council Member Sheldon Stewart

Council Member Dea Theodore

Council Member Kathleen Bailey

Council Member Catherine Harris

STAFF IN ATTENDANCE:

Chief Dominic Burchett

CFO Tony Hill

CLO Brian Roberts

Cynthia Young, Clerk

OTHER ATTENDEES:

Aaron Whitehead

Anthony Widdison

Bill Brass

Brad Larson

Brian Case

Calogero Ricotta

Casey Bowden

Chris Delaney, BLM

Courtney Samuel

David Chipman, public

Dustin Dern

Erica Langenfass

Jay Torgersen

Jill Tho

Jonathan Van Huss

Kate Turnbaugh

Kenneth Aldridge

Kiley Day

Kiyoshi Young

Krystal Griffin

Lana Burningham

Michael Greensides

Mike Gates, BLM

Nate Bogenschutz

Nile Easton

Patrick Costin

Rachel Anderson

Riley Pilgrim

Ryan Love

Station 111

Station 118
Steve Quinn
Tim Tingey, CWH
Zach Robinson

DRAFT