



UNIFIED FIRE AUTHORITY BOARD MINUTES

September 21, 2021, 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 Perry called the meeting to order at 7:30 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 17, 2021, UFA Board Meeting as submitted
Council Member Stewart seconded the motion
All voted in favor, none opposed

4. Consent Agenda
 - a. Review of August Disbursements
 - No discussion
Mayor Silvestrini moved to approve the August disbursements as submitted
Mayor Dahle 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
 - No meeting held

6. Consider Resolution 09-2021A Approving Execution of Agreement with the Unified Fire Service Area for Conduit Financing
 - CFO Hill and CLO Roberts explained that last month, the Board approved a resolution for financing of capital lease funding through Banc of America
 - As work progressed, Banc of America identified a complicated tax issue that would not allow UFA tax exempt financing
 - Further research on behalf of UFA found this to be correct

- Many options were considered in order for UFA to move forward with the financing, many taking much time and excessive effort, which currently is not an option
- A suggestion was to utilize UFSA as a conduit to said financing
 - UFA will make the debt payments directly and this debt will not be included on UFSA finance statements
 - There was some concern over this situation presenting itself as a liability to UFSA
- CLO Roberts stated that the purpose is to approve a general structure of financing
 - UFSA would serve as sub-lessee and UFA the primary lessor
- Mayor Silvestrini stated that while this would save UFSA \$11,000 approximately, he expressed concern that this accommodation would incur a liability on UFSA books
 - He is awaiting word from the auditors, but does feel satisfied that this will not negatively affect buying capacity of UFSA after talking with Zions Bank and UFA Command Staff
 - Mayor Silvestrini proposed additional language to the resolution clarifying that UFA is incurring the liability for payments and it is a UFA obligation
 - Deputy Mayor Kanter clarified, and all agreed that approval of this resolution is conditional pending auditor feedback

Mayor Silvestrini moved to adopt Resolution 09-2021A as amended with the addition of paragraph 4, approving the execution of agreement with the Unified fire Service Area for conduit financing
 Mayor Hale seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Sondak	Y
Henderson	Y	Stewart	Y
Hull	Y	Theodore	-
Kanter	Y	Westmoreland	-
Knopp	Y		

7. Fire Chief Selection Process Ad Hoc Committee

- Chief Petersen shared his recommendation for the selection of a new Fire Chief by the March 2022 Board Meeting
 - First step is to form an Ad Hoc Committee with incoming UFA Chair Mayor Dahle as the lead
 - Any interested Board Member are welcome to participate, with support from CLO Roberts, HR Director Day, and UFSA Administrator Anderson
 - Chief suggested the Board provide a position on the AD Hoc Committee to the IAFF Local 1696 President
 - Chief is recommending an internal only process since there are qualified internal applicants who have expressed interest
 - Chief also shared that if no internal candidate is selected, he is willing to remain in the position while UFA searches for an external Chief
- Mayor Dahle stated the importance of this process and wants a smooth transition to take place
 - The goal is to have a process in place for the full board to consider at the December Board Meeting, with the selection process in March, and final deliberation at the March 2022 Board Meeting

- The purpose of the ad hoc is to work through the details, determine the best process, and bring a recommendation for a final decision
 - Board Members who do not take part in the ad hoc committee will still be kept apprised of progress and process, and will be included throughout, no one will be excluded
 - Less than a quorum is desired, an efficient number of individuals (5-6), representing the various municipalities would be ideal
 - Mayor Dahle asked that everyone consider their participation and reach out to Cyndee Young with your interest, the goal is to discuss and determine an ad hoc committee at the October Board Meeting
- Chief Petersen reminded Board Members that this is important and is their primary employee, engage as much as desired and anticipate a deliberation in selecting the next Fire Chief

8. Weighted Vote – 2020 Population Statistics

- Population is 50% of the weighted vote and Kem Gardner was adopted to validate those numbers each year
 - This year, the 2020 census numbers are published, next year, Kem Gardner will estimate the growth in each community
- Some concerns have arisen regarding accuracy of the data however, UFA cannot amend these statistics, this must be accomplished through Kem Gardner
- Deputy Mayor Kanter asked as to how the data was determined in regard to SLCo
 - Chief Petersen stated that the total population of SLCo was taken, and municipalities were deducted as the 2020 Census did not call out the unincorporated area population
 - The numbers are fairly consistent with past numbers, but not called out in the census specifically
- Mayor Sondak made mention that Alta is in the process of working with Kem Gardner to correct their data
- Any adjustments made due to data changes with Kem Gardner will be brought before the Board and can be easily adjusted

9. Seismic Retrofit Update

- Division Chief Robinson provided an update to the seismic work
 - 5 Station structural
 - The RFP closes for a general contractor for structural retrofit work for Stations 110/116 closes 9/23, currently there are 4 firms who have submitted
 - Stations 107, 109, 115 construction drawings are in progress, anticipated completion mid-October
 - 20 Station non-structural
 - The RFP for general contractor services was awarded to Coleman Quality Seismic
 - Proposals came in under FEMA monies
 - A kick-off meeting is scheduled for 9/23, work to begin shortly thereafter
 - Emergency Generators
 - Stations 103, 107, 113
 - This RFP closed 9/17 and the proposals are currently being evaluated
 - Came in under budget
 - Cautionary agreement has been sent to Herriman
- District Administrator Anderson has sent all bills out to municipalities responsible for their share of the FEMA match agreement

- These actual costs will be refigured and rebilled/adjusted with the lower proposals, as the bills were sent based on an estimate from the FEMA grant

10. Current Fuel Projections

- Division Chief Robinson explained how the projected fuel costs are on track for an increase of 45% over 2020
- Due to a potential shortfall in budget due to these costs, DC Robinson is beginning to address the issue in looking for ways to offset costs by utilizing non-personnel underspend and postponing various projects that have yet to start
- If a \$123,000 overage comes to fruition, the Logistics Division budget will not be able to cover the shortage
- Monitoring of fuel costs and updating the Board will continue
- Mayor Sondak asked as to the quantity utilized
 - This was reviewed yesterday and is right on target with traditional usage, it is the cost per gallon that is causing the increase
 - Fuel costs are based on cost per gallon
- Chief shared that this is just information today, any potential adjustments to the budget will be brought forward in future meetings, he also expressed his appreciation for the level of detail and awareness on this issue by Division Chief Robinson

11. Fire Chief Report

- VECC Performance Improvements
 - VECC has had challenges answering 911 calls, has not met the standard for a number of years, and has been the only center in the state who does not meet the call answer times
 - Director Ruf has consistently stated that the largest problem has been the phone system
 - 1.3M calls per year, 270,000 are 911
 - The old phone system was unable to prioritize the 911 calls, the 1.3 million calls would drop to the call taker in the order received instead of dropping the 911 calls first
 - The new phone system was installed 8/11 and as predicted, has allowed for separating of 911 calls from non-emergent calls
 - The Chief pointed to the VECC performance report in the Board Packet, VECC was answering 911 calls in 15 seconds or less as low as 69% in June and is meeting this measurement 91% of the time since the new phone system was installed
 - That exceeds the statutory requirement for the first time in over 5 years
 - Chief commented that improvements are continuing at VECC, even though it has been challenging to work through the problems that have been present in the organization for some time
 - The Board of Trustees is engaged and the service to the communities is as good as it has ever been, with hope for more improvements in the processing of calls
- Fireworks Legislation
 - State Fire Chief's developed a list of 3 priorities for the coming Legislative Session
 - Chief Petersen wanted to review this list with the Board to ensure they had an opportunity to comment on these issues and potentially add additional issues their municipalities felt were important
 - A meeting with Senators Dunnigan and Iwamoto took place to further discuss these priorities

- Allow municipality to ban discharge of fireworks within its boundaries, however, the back up to an ability to outright ban is if a community is in extreme or exceptional drought in 2/3 of their geographical area
 - Chief was asked how the 2/3 number was identified, he shared that it was a measurement that seemed to have the most potential for support and was consistent in other statutes
 - Expand list of local areas/designations in which municipalities may restrict fireworks due to certain occupancy conditions
 - Require retailer map enlarged to 2' x 3' and list penalties related to illegal discharge
 - Mayor Silvestrini shared that the League met last week, and the topics are consistent, The League feels focusing on a single issue will have the most potential for success
 - Mayor Silvestrini will ensure UFA is part of the discussions with the League
 - The Board expressed their support for the items presented by the Chief
- Vaccinations
 - As expected, there has been an increase of COVID related calls, UFA responded on 14 COVID related calls in May and 108 this August
 - 86.5% of all UFA employees are vaccinated and current policy requires those unvaccinated to wear a mask during their shift with very few exceptions
 - Since June 17, there have been 11 positives;
 - 556 employees are vaccinated, 8 of them have tested positive (1.4%)
 - 87 employees are not vaccinated, 3 of them have tested positive (3.4%)
 - Command Staff reviews statistics weekly and reviews the policies and practices to help mitigate the issues
- C-Mac Video Laryngoscopes – CLO Roberts
 - These laryngoscopes are of no value according to a surplus agency who was contacted, they were a very expensive item when purchased over 12 years ago
 - The Surplus Policy allows for Chief to authorize a donation such as this, however, based on the original value, Chief wanted to give the Board a chance to weigh in on the issue
 - The U of U is interested in the laryngoscopes and the Chief is considering donating all of the laryngoscopes to the University
 - There were no concerns from the Board, they will be donated to the U of U
- Banquet – DOC Easton
 - A banquet was not included in the budget for this year, it was considered, but in the final rounds of prioritization, Chief Petersen eliminated it from the budget
 - The Information Outreach had asked for input from the employees and did not get much feedback during the budget process
 - DOC Easton heard some concerns recently and spent time talking with crews about the value of this event
 - Taking the banquet away allowed crews to realize how important it is and how they missed the opportunity to gather and socialize
 - The banquet will be reintroduced at the next budget cycle, but DOC Easton is asking if some type of event can be held in the spring
 - Several Board Members expressed their support in holding a banquet this year if possible
 - Some commented on the opportunity is also provides for the Board to socialize with the Firefighters as well

- Council Member Hull felt that it is a critical component of maintaining the mental health of personnel
 - Chief Petersen will determine the best way to cover the \$25,000 cost and bring a proposal to the full Board
 - Chief Petersen commented on DOC Easton’s persistence to do the right thing with the banquet, he was a strong advocate for this during the budget process, Chief was glad that he followed up to learn of the support and desire to make this happen
- Firefighter Hiring Update – HR Director Day
 - 84 applicants have been banded into A-F bands after a week of interviews
 - 29 individuals are moving into background checks immediately with more available as Special Enforcement completes the highest priorities
 - 6 applicants are Firefighter PM Laterals and there are a few more PM Laterals as well
 - Chief Petersen stated that he anticipates hiring 24-30 depending on retirements
 - Chief reminded the Board of his intention to over hire by 18 this year to reduce the amount of overtime demand on employees
 - Six of those positions may be converted to non-constant staffed FTE positions as part of the budget process for next year
- Market Salary Comparisons
 - HR is beginning the process of comparing market positions
 - The preliminary data should be available in October, but will be revisited after the first of the year in preparation for the Benefits and Compensation Meeting in 2022

12. Closed Session
None

13. Adjournment
Mayor Silvestrini moved to adjourn the September 21, 2021, meeting
Mayor Hale seconded the motion
All voted in favor, none opposed

BOARD MEMBERS IN ATTENDANCE:

Council Member Kathleen Bailey	Mayor Mike Peterson
Council Member Chrystal Butterfield	Council Member Allan Perry
Council Member Gary Bowen	Deputy Mayor Catherine Kanter
Mayor Robert Dahle	Council Member Sheldon Stewart
Council Member Trish Hull	Mayor Jeff Silvestrini
Mayor Robert Hale	Mayor Harris Sondak
Mayor Dan Knopp	Council Member Dea Theodore
Mayor Kristie Overson	
Council Member Jared Henderson	

BOARD MEMBERS ABSENT: Mayor Tom Westmoreland

STAFF IN ATTENDANCE:

CFO Tony Hill	CLO Roberts
Chief Petersen	Cynthia Young, Clerk

OTHER ATTENDEES:

Aaron Whitehead
Arriann Woolf
Bill Brass
Brad Larson
Brian Case
Calogero Ricotta
Catherine Kanter
David Chipman, public
Dom Burchett
Dustin Dern
Erica Langenfass
Ginger Watts
Jay Torgersen

Jill Tho
Justin Watters
Kamarie DeVogd
Kate Turnbaugh
Kiley Day
Kiyoshi Young
Lana Burningham
Linda Price
Michael Conn
Michael Greensides
Nathan Cherpeski, Herriman
Nile Easton
Patrick Costin

Paul Fotheringham
Rachel Anderson
Riley Pilgrim
Rob Ayres
Ryan Love
Shelli Fowls
Stephen Higgs
Steve Ball
Tim Tingey, CWH
Zach Robinson
Tua Tho
Wade Russell