



UNIFIED FIRE AUTHORITY BOARD MINUTES

January 15, 2019, 7:30 a.m.

Emergency Operations Center – 3380 S 900 W, SLC, UT 84119

Notice: Some Board members may participate by electronic means.

1. Call to Order

Quorum was obtained. Chair Dahle called the meeting to order at 7:34 a.m.

Held a moment of silence in honor of public safety individuals lost in the line of duty

2. Public Comment

None

3. Approval of Minutes

Mayor Bush moved to approve the minutes from the December 18, 2018 UFA Board Meeting as submitted

Councilmember Martin seconded the motion

All voted in favor

4. Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2018-2019 Fiscal Year Budget

Councilmember Snelgrove moved to open the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget

Mayor Bush seconded the motion

All voted in favor

No Public Comment

Councilmember Ferguson moved to close the public hearing to receive and consider comments on proposed amendments to the 2018-2019 fiscal year budget

Mayor Peterson seconded the motion

All voted in favor

5. Consider Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year

- CFO Hill reviewed the amendments to the budget
 - Adjusted how we earn interest and will begin sweeping our account
 - Recognizing additional revenue coming into UFA and how it will be used (Grants, US&R funds)
 - Appropriation of Fund Balance for another Leadership Cohort
 - Fund Balance for vacation/sick pay out for retirees

- Appropriating Fund Balance for remaining balance on lease
- Extension of Wildland season and miscellaneous donations
- Miscellaneous grants and funding for additional allocations in Emergency Management
- Recognition of apparatus sold through surplus and replaced funding to Capital Replacement Fund
- Money for professional fees for IT Division

Councilmember Ferguson moved to adopt Resolution 01-2019A to approve a Budget Amendment for the 2018-2019 Fiscal Year

Councilmember Martin seconded the motion

All voted in favor

6. Board Elections

Mayor Sondak moved to nominate Mayor Dahle as Chair for a second year

Councilmember Stewart seconded the motion

All voted in favor

- Chair Dahle recommended we consider a replacement for Mayor Bush, due to other obligations, she has declined to continue serving as Vice Chair
- Mayor Bush nominated Councilmember Allen Perry
 - Councilmember Perry agreed to serve as Vice Chair

Mayor Bush moved to elect Councilmember Allen Perry as Vice Chair

Councilmember Ferguson seconded the motion

All voted in favor

7. Administer Oath of Office for all Board Members

- All Board Members in attendance have receive oath, therefore, oath was not administered

8. FY 19/20 Budget Calendar

- CFO Hill presented the budget calendar
- The process for Division to begin work on their budgets has begun
- There was a time correction on the calendar from 2:00 a.m. to 2:00 p.m.
- Both Labor and HR will be in sync with what it takes to reach the top 3 in pay for each rank
 - Benefits and Compensation Committee will meet on 2/5/19 and information will be brought back to the Board as to what this compensation model looks like and what the budget can support

Councilmember Martin moved to approve the fiscal year 19/20 budget calendar

Councilmember Ferguson seconded the motion

All voted in favor

9. Committee Updates

- Benefits and Compensation Committee - meeting 2/5/19
 - Nothing to report, process will begin on 2/5/19
- Governance Committee – meeting 1/9/19

- Hybrid Governance Proposal was presented by CLO Roberts
- All members hold a 1 entity 1 vote in all matters not having any budget impact
- If it is a budget matter, two members must call for a weighted vote
- Weight is based on percent of population
- Consensus is that it will be rarely enacted
- This is a great tool to protect UFA
- A revised ILA will be brought before the Board once CLO Roberts has continued with draft version
- Finance Committee – no meeting

10. Consent Agenda

- Review of December Disbursement

Mayor Overson moved to approve consent agenda items as submitted

Mayor Hale seconded the motion

All voted in favor

11. Quarterly Financial Report

- This is the half year look at the financials
 - Revenue is tracking as expected
 - OT is 80% spent, but should be able to cover this with savings in salary and benefits
 - Discussed the upcoming hires and legislation that theoretically will aid in shortages during summer/fall
 - Councilmember Stewart asked that data be presented that outlines personnel eligible for retirement so Board has an idea of exposure and risk that may be faced
 - Chief Petersen stressed that while this available, the data is not an absolute

Councilmember Stewart moved to approve the quarterly financial report including the list of expenditures for the last quarter as presented

Councilmember Perry seconded the motion

All voted in favor

12. Audit Findings

- Division Chief Robinson and AC Watson presented how Logistics has addressed the inventory control and tracking audit findings
 - All doors now require card access and cameras have been added
 - Have a new scan system that automatically enters and inventories items in warehouse, currently in beta testing phase
 - Updating all barcodes on items
 - Inventory movement will be updated in real time at both the warehouse and at stations
 - Also implemented the practice of inventorying the top 10 most expensive items in the warehouse monthly, in addition to an inventory of randomly selected items
- CFO Hill presented how the Kronos timecard approval audit findings are being addressed
 - Policy will be revisited and changed to reflect disciplinary actions for not following timecard approval procedure
 - Finance will also work closer with the Division Chiefs and District Chiefs with communication and training for the field to properly approve timecards

- The software interface is working well now
- Will better define what an approval is and incorporate this into policy and procedure
- Continuing to look for any gaps and solve them
- Will keep the Board apprised of the status

13. New At-Will Position and Modifications of Vacation Accrual

- Chief Petersen discussed the proposal to create the Executive Assistant position an At-Will position
- Allow non-exempt at-will employees to accrue vacation at 12 hours a month

Councilmember Ferguson moved to approve the proposal for the new at-will position and the modifications to vacation accrual as presented

Councilmember Bush seconded the motion

All voted in favor

14. Fire Chief Report

- Canyon Peak-Load – AC Higgs/Division Chief Watkins
 - Implement seasonal peak-load ambulance in canyons, Saturday, Sunday, Holidays; during peak demand hours
 - 1 transport covers the cost of staffing the ambulance, budget neutral
 - Increased service advantage, dedicated to canyons, but will respond to emergency incidents in their immediate vicinity
 - This is an experimental idea and will be flexible for change with any realized needs
 - If this works, it will be presented in the budget process
- February 1, 2019 Deployment Model Reminder – AC Higgs
 - February 4th the 1 Paramedic/1 EMT Model will begin throughout UFA
 - All crews have participated in training
 - Significant change organizationally for UFA
- Hexagon CAD Update – John Inch Morgan
 - Evaluating a potential breach of contract with Hexagon on the Law Enforcement RMS
 - VECC will be addressing this 1/15/19 and will discuss what options are available
 - Our challenge is that UFA is ready to go with Hexagon, it is fire centric
 - PD is not able to agree on one RMS and Hexagon not meeting the bid specifications is the cause of the problem
 - Fire agencies throughout the valley have discussed options if Hexagon isn't adopted
 - Possibly separate fire and PD dispatch
 - Have dispatch trained to use two systems-cumbersome
 - What Hexagon offers UFA:
 - Utilize Pulse-Point app
 - The closest apparatus responds through AVL
 - All stations are alerted simultaneously rather than in a chain
- Firefighter Hiring Update
 - Have made 25 offers, 3 outstanding
 - Will begin recruit camp on 2/4, run two concurrent camps
 - Have a great group of hires
- Accomplishments 2018
 - Please send any input with regard to something you were particularly happy with
 - This becomes part of the budget document and is something UFA is very proud of

15. Closed Session

Mayor Peterson moved to enter into a Closed Session to discuss matters as provided by Utah Code Annotated §52-4-205

Mayor Hale seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

Councilmember Bowen moved to re-open the meeting to the public

Councilmember Stewart seconded the motion

All voted in favor:

Councilmember Demman

Mayor Hale

Councilmember Ferguson

Mayor Sondak

Mayor Overson

Mayor Peterson

Mayor Dahle

Mayor Bush

Councilmember Martin

Councilmember Perry

Councilmember Stewart

Councilmember Snelgrove

Councilmember Bowen

16. Adjournment

Mayor Sondak moved to adjourn the meeting

Councilmember Ferguson seconded the motion

All voted in favor

BOARD MEMBERS IN ATTENDANCE:

Mayor Mike Peterson

Mayor Robert Hale

Councilmember Kathleen Bailey-Left 8:40 a.m.

Mayor Robert Dahle

SLCo Surveyor Reid Demman

Mayor Kristie Overson

Councilmember Allan Perry

Mayor Harris Sondak

Councilmember Eric Ferguson

Mayor Kelly Bush

Councilmember Sheldon Stewart

Councilmember Nicole Martin

Councilmember Richard Snelgrove

Councilmember Gary Bowen

BOARD MEMBERS ABSENT:

Mayor Tom Westmoreland

Mayor Jeff Silvestrini

OTHER ATTENDEES:

Arriann Woolf
Assistant Chief Watson
Assistant Chief Higgs
Assistant Chief Ziolkowski
Carolyn Keigl-BCC CC
Dan Knapp-BCC CC
Bill Brass
Battalion Chief White
Beth Todd-VECC
Brett Wood-Herriman
Captain Bogenschutz
Captain Park
Captain Torgersen
CFO Tony Hill
Chief Petersen
CLO Brian Roberts
Cyndee Young
Deputy Chief Prokopis
Division Chief Case
Division Chief Larson
Division Chief Mecham
Division Chief Dern
Division Chief Pilgrim
Division Chief Rhoades
Division Chief Watkins
Division Chief Robinson
DOC Nile Easton
Ifo Pili
Japeth McGee – Zions
John Geilman – Millcreek
John Inch Morgan – VECC
Jonathan Ward – Zions
Jarin Blackham
Kate Turnbaugh
Lana Burningham
Michelle Roper
Rachel Anderson – UFSA Legal Counsel
Steve Quinn – IAFF President
Talsan Schulzke
Tim Tingey - CWH