



## UNIFIED FIRE AUTHORITY BOARD MINUTES

January 19, 2021 7:30 a.m.

Electronically Via ZOOM Webinar Only Due to COVID-19 Pandemic

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1. Call to Order  
Quorum was obtained  
Chair Perry called the meeting to order at 7:33 a.m.
2. Administer Oath of Office for New Board Members  
Board Clerk Young administered the oath to Deputy Mayor Catherine Kanter and Council Member Jared Henderson
3. Review of Ethics and Conflict of Interest Policies  
CLO Roberts reminded the Board that the Ethics Policy was just recently approved, therefore, there is no need to review it, however, an acknowledgment page will be emailed to all Board Members for signature
4. Public Comment  
None  
Public comment was made available live and with a posted email address
5. Approval of Minutes  
Mayor Peterson moved to approve the minutes from the December 15, 2020 UFA Board Meeting as submitted  
Council Member Bailey seconded the motion  
Roll call vote taken

Bailey	Y	Overson	
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

6. Board Elections
  - Chair  
Council Member Stewart moved to recommend Council Member Perry serve as Chair for another year  
Mayor Knopp seconded the motion  
Council Member Perry accepted

Roll call vote taken

Bailey	Y	Overson	
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull		Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

- Vice Chair

Mayor Silvestrini moved to nominate Mayor Peterson as Vice Chair

Mayor Hale seconded the motion

Mayor Peterson accepted

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

7. Consideration of Board Policy on UFA Sub-Committee Composition

- CLO Roberts presented this policy at the December meeting
- Incorporated the suggested changes referring to the allowance of the Finance Committee approval for certain categories and items without Board approval
- Mayor Peterson noted that although the Finance Committee has certain approval authority, they are still required to report their full actions to the Board

Council Member Stewart moved to approve the UFA Sub-Committee Composition Policy as presented

Mayor Silvestrini seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

8. Sub-Committee Member Update

- Chair Perry reviewed Sub-Committee assignments
- Opened the opportunity for Board Members to add themselves to the Governance and Compensation & Benefits Committees
- Deputy Mayor Kanter and Council Member Bowen asked to be added to the Governance Committee

9. Consent Agenda

a. Review of December Disbursements

- CFO Hill stated that the large amount is the lease that was entered into in 2015
- This is the second to last payment
- One more will be made next December, and the apparatus and equipment purchased will be fully paid off

Council Member Stewart moved to approve the December disbursements as submitted  
Council Member Hull seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

Sam Klemm, SLCo, informed the Board that Council Member Snelgrove will be replaced with Council Member Dea Theodore

10. Committee Updates

- Benefits & Compensation Committee
  - Next meeting 2/18/21
  - Chair Dahle asked if Gallagher will be prepared with health care renewal projections
    - Chief Petersen stated that he anticipates them being prepared with this information and will be the priority of the February 18 meeting
    - Chief also stated that the adjustment for market wage in January takes care of the need going into next fiscal year
      - HR reviewed the wages with our comparable agencies and any adjustments did not impact our summary tables
    - We will need to review the CPI to hold the position going forward, that information is not yet posted but should be available prior to the first Benefits and Compensation meeting
- Governance Committee
  - No meeting held

- Finance Committee
  - Next meeting 4/15/21
    - Chair Stewart stated that this first meeting is the introduction of the budget by Chief Petersen, basically the proposed budget
      - Chief Petersen will present his budget message, Finance will deliver the proposed budget, then the committee members have time to review the full budget in preparation for the May meeting
    - The following meeting in May is where the budget is reviewed and approved before forwarding onto the Board
      - Each of the Divisions will present their plans and provide an opportunity for Finance Committee members to ask questions to help determine the value of the requests

11. Quarterly Financial Report

- CFO Hill reviewed the report
- Noted that we are still awaiting the revenue from SLCo for COVID expenditures
- Mayor Dahle asked if the ambulance revenue excess funding for wage increase is in arrears
  - CFO Hill stated that there is a 6-8-week delay and will be included in the February Budget Amendment (\$8-\$8.7M), this revenue stream is on track as was discussed last meeting
- Deputy Mayor Kanter stated that there is CARES alternative funding still pending
- Mayor Sondak asked as to how UFSA Members contributed the additional funding
  - CFO Hill stated that some UFSA Members provided more funding with the second ask, all participated in the initial funding contribution to help offset COVID costs

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

Mayor Dahle seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

12. 2018-2020 Strategic Plan Final Report

- AC Pilgrim reviewed the report wherein a significant number of outcomes were met during the plan
  - UFA is a different organization today thanks to the Strategic Plan and good hard work by both the Board and Staff
  - 40 of the 56 Action Items were completed with the remaining advanced forward
    - Many of these will be picked up in the new Strategic Plan and integrated into its initiatives
    - Some of these were very lofty goals, however, Chief wanted to really identify what we wanted to do and get as far as possible in the first attempt at a formal Strategic Plan

- AC Pilgrim acknowledged the work done by the initial Strategic Plan Committee and AC Ziolkowski in the previous plan

13. Consideration of 2021-2023 Strategic Plan

- AC Pilgrim outlined the 5 Sustaining Goals which are very similar to the six goals from the previous plan
  - These are long term goals that will always be critical to the service provided by the UFA as we strive to meet the Vision and Mission
- The four initiatives for this new plan become the focus of the efforts to get these things done in the three-year plan
  - These all fit into the sustaining goals but will concentrate energy on what was learned from the community meetings
  - This is where we evolve the organization to the vision
  - Division Leaders will build action items in their budget then meet these priorities
    - The expectation is the Board will determine the pace by what can be approved in the budget each of the three years for this plan
- Chair Perry thanked staff and reiterated that this document provides the Board with a clear vision of where UFA is moving
- Mayor Peterson appreciates this plan and has a high level of confidence moving forward
- Council Member Stewart has seen results from the first Strategic Plan and appreciates the receptiveness of feedback, and stated that this setting of priorities is what a true Strategic Plan is
- AC Pilgrim thanks all staff, workgroups, and the communities for their participation

Council Member Stewart moved to approve the Strategic Plan for 2021 to 2023 as presented  
Council Member Bailey seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

14. Consider the Date of February 16, 2021 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2020-2021 Fiscal Year Budget

- CFO Hill stated that these amendments will consist of the official wage increase that was approved last month, Cares Funding and COVID, and grants that have been received
- This process takes place three times a year, this will be the second for this fiscal year

Mayor Hale moved to approve the date of February 16, 2021 for a public hearing to receive and consider comments on proposed amendments to the 2020-2021 fiscal year budget  
Mayor Knopp seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

15. Consideration of Ladder Donation from Murphy Ladder Company

- AC Burchett presented a donation offer by the Murphy Ladder Company, \$8,528 value
- These ladders are for use around the stations and not to be used on apparatus

Council Member Stewart moved to approve acceptance of the ladder donation from Murphy Ladder as discussed

Mayor Peterson seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

Mayor Silvestrini left meeting for another commitment.

16. Consideration of Vacation Rollover Freeze

- Chief Petersen explained the difficulty members of the Department have encountered in taking vacation time during COVID
  - This was sent to the board for consideration on December 18 of 2020 and Chief received several responses of support for this action
- Chief is asking the Board to formally extend the use-or-lose vacation until December 31, 2021
  - Vacation limits will return to normal following this deadline, people are expected to take vacation during the next 12 months to bring their vacation below the cap
    - The only payouts that may occur above the cap will be for those who retire this year
- Council Member Stewart asked if it wouldn't be more prudent to extend just to the fiscal year
  - Chief stated that the only fiscal impact is for a few who will retire with a few more hours on the books and would rather hold the position for now to end this option by Dec 31
    - If the challenge continues, Chief appreciated that there may be support to extend this time should it be important

Mayor Knopp moved to approve the roll-over of excess vacation hours until December 31, 2021 as outlined in the memo

Council Member Bailey seconded the motion

Roll call vote taken

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Bush	Y	Peterson	Y
Dahle	Y	Silvestrini	Y
Hale	Y	Snelgrove	
Henderson	Y	Sondak	Y
Hull	Y	Stewart	Y
Kanter	Y	Westmoreland	Y
Knopp	Y		

Mayor Hale took a moment to thank UFA, Murray, and Sandy Fire Departments, on behalf of Midvale, for their work on a major fire in an office building on Sunday morning

Chief Petersen stated that the first arriving crew did a great size-up and realized that the work was to keep fire from the annex, and that there was significant assistance from Mutual Aid partners. The systemic plan with our neighbors worked well and allowed for the continuation of running 9-10 additional calls during the incident. One key challenge with this type of occupancy is no requirement for sprinklers or alarm systems. It was not until someone in the neighborhood smelled smoke, probably when the fire was well advanced. Earlier detection would have helped, sprinkler's might have kept this to a small fire with some water damage that we could have managed in a way to return these businesses to operation quickly.

17. Fire Chief Report

- Continuity of Operations/Staffing/COVID
  - Thus far, 477 personnel have received the first dose, 94.6% of those scheduled took the vaccine
  - This is a significantly higher percentage than most first responder agencies are experiencing across the country
    - January 26, the second doses will begin
    - 136 have yet to take the vaccination either because they were on vacation or within the COVID positive waiting period
  - There were 617 extra 24 hour shifts due to COVID over the last year and we have spent about \$1.6 million over budget to cover staffing and additional PPE
    - The daily average for COVID Vacancies was up in November/December to 5.9 people daily compared to 1.8 a day in September/October
    - The surge in Salt Lake County had a dramatic effect on the UFA as well
    - 20% more OT compared to last year directly due to COVID
    - Sick and Lite Duty is at or below average, most vacancies due to COVID
    - Chief informed the Board that he is requiring day-staff sworn to work 2 shifts in Operations during the week to help maintain our daily staffing and to reduce the need for Mandatory Staffing
- COVID Leave: Use of excess Fund Balance
  - Currently, the estimated total cost directly related to COVID is \$1.6M
    - Some has been PPE, but most is related to OT
  - CARES provided \$718,000 which is a huge assistance in maintaining the budget

- FY19/20, Chief asked that each Division stop purchasing pending the impact of COVID
  - With that stall and the extra Ambulance Revenue, there is a \$3.3M in excess Fund Balance that will help moving forward
- Chief Petersen proposed to utilize a portion of this excess fund balance to pay the one-time cost of COVID expenses in order to minimize the impact to the Member Fee moving into next fiscal year
  - The additional \$2.5M of excess fund balance can be appropriately allocated during the budget process
  - Chief plans to propose using some of this for some one-time costs and transfer the rest to the Capital Fund
  - Mayor Knopp supports this idea and stated that this is good use of the built-up Fund Balance
  - Deputy Mayor Kanter asked as to consideration of refunding projects that were stalled
    - Chief clarified that he asked Divisions to stall and push everything back six months, so will potentially see these processed through the coming budget process, some of those can be funded using fund balance if they are one-time costs
    - Chief is not willing to present any use of fund balance that adds to the operating costs for the UFA, these one-time costs will be presented as part of the budget process for next fiscal year
- Mobile Data Computers (MDC) in Ambulances
  - These allow the units to communicate with the CAD without the radio
  - Ambulances have never had a dedicated MDC, however, the Engines and Trucks do
  - With the move to Versaterm and with a requirement that the crew update their status in CAD using the MDT makes it important that all front line responding vehicles have a MDC
  - Chief is planning to budget for new MDC's for all apparatus, including ambulances and brush units, for the next fiscal year, however, he would like to speed up the purchase for the Ambulances by considering a budget amendment in the Capital Fund to purchase and install 16 MDCs in ambulances this fiscal year
  - Capital costs would be offset next year, while giving IT the time to select the best device by testing in ambulances before replacing the entire fleet
  - Beginning in February, consideration to allow Capital Funds to purchase them early then complete the purchases for the fleet in the budget process next fiscal year
  - There was no objection from Board Members, staff will present this proposal at the February meeting
- Legislative Update
  - Tracking 35 bills that impact the UFA and UFSA, as a reminder, UFA has a Legislative Committee and Lobbyists Dave and Ashley Spatafore and the UFSA pays for UASD and also uses their lobbyists
  - The Committee has several Board Members and most of the leadership team on the committee
  - Chief welcomes any additional Board Members interested in taking part on the UFA Legislative Committee, those interested will be included in the updates of our position and may be asked to assist with legislation based on the topic
  - Council Member Hull and Deputy Mayor Kanter asked to be added to this group



- 2020 Accomplishments and Wicked Issues
  - Chief presented and reviewed the draft Accomplishments document, and noted that even with COVID, many items were completed
  - This will be reduced to posters and posted in UFA facilities and in the municipalities to help everyone see the progress

18. Closed Session  
None

19. Adjournment  
Council Member Stewart moved to adjourn the January 19, 2021 meeting  
Mayor Knopp seconded the motion  
All in favor  
None opposed

**BOARD MEMBERS IN ATTENDANCE:**

Council Member Kathleen Bailey	Mayor Kristie Overson
Mayor Kelly Bush	Mayor Mike Peterson
Council Member Gary Bowen	Council Member Allan Perry
Mayor Robert Dahle	Deputy Mayor Catherine Kanter
Council Member Trish Hull	Council Member Sheldon Stewart
Mayor Robert Hale	Mayor Jeff Silvestrini
Council Member Jared Henderson	Mayor Harris Sondak
Mayor Dan Knopp	Mayor Tom Westmoreland

**BOARD MEMBERS ABSENT:**

Council Member Richard Snelgrove

**STAFF IN ATTENDANCE:**

CFO Tony Hill	CLO Roberts
Chief Petersen	Cynthia Young, Clerk

**OTHER ATTENDEES:**

AC Burchett	Division Chief Larson	Larson Wood
AC Pilgrim	Division Chief Widdison	Local 1696
AC Higgs	Division Chief Robinson	Nile Easton, DOC
Arriann Woolf	Division Chief Torgersen	Nate Rockwood, Midvale
OC Dern	Erica Langenfass	Patrick Costin
Bill Brass	Johnathan Ward, Zions	Rachel Anderson, UFSA
Brad Patterson, Bond Counsel	J Cody Hill, Midvale	Ryan Love
Captain Bogenschutz	Japheth McGee, Zions	Shelli Fowlks
Captain Conn	Kiyoshi Young	Steve Quinn
Captain Simons	Kate Turnbaugh	Sam Klemm, SLCo
Calogero Ricotta	Keith Zuspan, Brighton	Tim Tingey, CWH
Captain Greensides	Lana Burningham	Wendy Thomas