



**UNIFIED FIRE AUTHORITY BOARD
FINANCE COMMITTEE MEETING MINUTES**

Wednesday, November 6, 2019 at 8:00 a.m.

Committee Members Present:

- ✓ Councilmember Stewart
- ✓ Councilmember Perry
- ✓ Mayor Silvestrini
- ✓ Mayor Hale
- ✓ Mayor Sondak
- ✓ Mayor Dahle
- ✓ Mayor Peterson

Staff:

- ✓ Chief Petersen
- ✓ CFO Hill
- ✓ Cyndee Young
- ✓ CLO Roberts

Guests:

- ✓ AC Watson
- ✓ AC Higgs
- ✓ Division Chief Robinson
- ✓ Kate Turnbaugh
- ✓ Marcus Arbuckle-Auditor

Meeting called to order by Chair Stewart at 8:00 a.m.

Public Comments

None

Minutes Approval

Mayor Hale moved to approve the minutes from the May 7, 2019 Finance Committee Meeting as submitted

Mayor Peterson seconded the motion

All in favor, none opposed

Review/Approve of Fiscal Year 18/19 Financial Audit – CFO Hill

- ◆ Marcus Arbuckle, Auditor and Kate Turnbaugh reviewed the audit
- ◆ All Internal Controls (cash receipts, disbursements, payroll, financial closing and reporting processes, etc.), State of Utah compliance, budgetary compliance, open meetings requirements, etc. resulted in no findings
 - ◆ This was the first no findings audit for UFA in several years
- ◆ Auditor Arbuckle stated that UFA has a reliable system in place and this is an achievement given the level of complexity within the UFA system

- ◆ Chief Petersen recognized the extensive work and progress made to accomplish overcoming the findings from last year
- ◆ CFO Hill and Chair Stewart will present the audit results to the Board at the November 19 meeting
- ◆ The 5 year agreement with the Keddington & Christensen auditors comes to an end and a new RFP process will take place
 - ◆ CFO Hill will contact the members of the Finance Committee in the near future, to assemble a group to participate in the process of selecting the new auditors

Mayor Peterson moved to approve the FY18/19 Financial Audit as submitted

Mayor Silvestrini seconded the motion

All in favor, none opposed

Review proposed Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2020

– CFO Hill

- ◆ This agreement is for services provided by UFA employees on behalf of UFSA
- ◆ There is an increase based on the extensive work that was done for the Seismic Study and the new station construction plans
- ◆ Each previous year is evaluated to verify the amount of time spent doing work for UFSA
 - ◆ Chair Stewart asked that the spreadsheet estimating time be tracked quarterly and brought before the UFA/UFSA Boards to provide updates
 - ◆ Mayor Peterson stated that these reflections of the time spent by staff working on UFSA projects should be done monthly for accuracy
 - ◆ There were no objections from the Committee

Mayor Silvestrini moved to approve Exhibit A to the UFA/UFSA Interlocal Agreement for Services for Calendar Year 2020

Mayor Hale seconded the motion

All in favor, none opposed

New Battalion Chief Vehicles – AC Watson

- ◆ This is a request to appropriate funds from the Capital Replacement Fund Balance
 - ◆ This project began in June 2018
 - ◆ Two vehicles were received last week with the other two following in December
 - ◆ The initial request was for \$10,772 for changes to the original order and additional costs requiring funding outside of the lease funds, with the decision to not add cameras to the rigs
 - ◆ Finance Committee members decided that it did not make sense to wait and add the cameras at a later date since there were excess funds in the Capital Replacement Fund
 - ◆ This request will now go before the Board at the December meeting as a budget amendment

Mayor Dahle moved to approve the preliminary request to appropriate \$10,772 and the additional cameras totaling \$10,548 from the Capital Replacement Fund Balance to complete the BC vehicle project

Mayor Peterson seconded the motion

All in favor, none opposed

Closed Session

- ◆ None

Mayor Dahle moved to adjourn the November 6, 2019 Finance Committee Meeting

Mayor Silvestrini seconded the motion

All voted in favor, none opposed